
APPLICATION PACK

CORPORATE & COMMUNITY SERVICES

DIGITAL LEARNING OFFICER (TEMPORARY FOR 2 YEARS)

ERN02328

CONTENTS:- ADVERTISEMENT, JOB DESCRIPTION & PERSON SPECIFICATION

This Application Pack should contain all the information you require to complete your application.

ADVERTISEMENT

DEPARTMENT:	CORPORATE & COMMUNITY SERVICES
JOB TITLE:	DIGITAL LEARNING OFFICER
JOB STATUS:	FULL TIME
DURATION:	TEMPORARY FOR 2 YEARS
NUMBER OF VACANCIES:	1
GRADE:	9
HOURLY RATE:	£16.27 - £18.30
ANNUAL SALARY:	£29,691 - £33,396
HOURS PER WEEK:	35
WORK PATTERN:	Standard: Monday to Friday
LOCATION:	Eastwood Headquarters, Giffnock

This is an exciting opportunity for an experienced digital learning professional to work with the Organisational Development Team to really make a difference and help shape learning at the Council. You will work with colleagues to deliver a digital-first learning approach to learning design, developing blended, engaging and interactive learning programmes for all services across the Council. This requires a good working knowledge of and enthusiasm for all digital and social media as well as of how different audiences use and interact with digital opportunities and resources. Your learning design will utilise technology to facilitate social learning and collaborative environments and you will also play a key role in helping transform East Renfrewshire's learning provision from being reliant on 'traditional' approaches to learning design, to designing learning that meets the needs of today's and the future modern learner.

As a role model you will bring energy and positivity to the role and you have a passion for developing people. You will already have a strong professional network and enjoy building relationships with different groups of people. You will be able to manage multiple projects simultaneously and have a track record of achieving your performance goals.

This post is temporary for a period of 2 years.

Closing date for applications: midnight on Sunday 22 September 2019

Shortleat date: 25 September 2019

Interview date: 10 October 2019

If you would like an informal discussion about the post, please contact **Pauline Cameron, HR Adviser (Organisational Development)**, on 0141 577 3179.

Disability Confident

If a disabled applicant can clearly show in their application that they meet the essential criteria for the job (as shown in the person specification) they will be given the opportunity to demonstrate their abilities at interview.

Communication

As you are applying for this post on-line you will receive an automatic e-mail receipt once you have submitted your form.

You should also note that all communication will be sent electronically to the email address you provide on your form. This can include the following:

- Email notification advising of outcome of shortlisting
- Invite to interview email
- Conditional offer email
- Full employment contract

Given the nature of the correspondence you should ensure that the email address you provide is secure and relevant (i.e. not public or work related if possible)

JOB DESCRIPTION



Department:	Corporate & Community Services
Division/Section:	Human Resources
Job Title:	Digital Learning Officer
Responsible to:	HR Advisor (Organisational Development)
Grade:	Grade 9
Date Revised:	August 2019
Principal Functions:	<p>To assist the HR Advisor (Organisational Development) to support the vision of being a digital Council by supporting actions/projects from the:</p> <ul style="list-style-type: none">- Digital Strategy- Workforce Planning Strategy- Organisational Development Strategy
Main Duties:	<p>Engage and consult with departments to carry out a training needs analysis and identify the essential digital skills required for the next 2-3 years across the Council.</p> <p>Produce a multi-year development plan clearly defining priorities, timescales, resources required and the difference between IT, systems and digital skills training.</p> <p>Develop, design and deliver a range of digital training methods which supports all learning styles and levels of digital competence within the Council which will support the multi-year plan.</p> <p>Develop clear pathways for the progression of digital skills (3 levels-essential, operational & specialist digital data technology)</p> <p>Identify a range of free digital resources and where appropriate utilising and taking advantage of national/shared services.</p> <p>To work collaboratively with council staff to design and develop engaging and fully accessible online learning resources such as video material, podcasts, webinars, screencasts, games and interactive web-based resources.</p> <p>Coordinating the specification, production and delivery of digital learning resources and services, so they are delivered on time, are fully accessible, on budget and to a high quality ensuring appropriate style, tone and creative approach.</p> <p>Link with the Communications Team in the Council to develop standards for digital learning with branded/ well designed templates for content</p> <p>Develop, design and deliver workshops to colleagues to enhance digital learning skills across the Council.</p> <p>Develop, design and implement a Council wide digital/learning champion's</p>

programme.

Develop a digital skills matrix and assessment process which supports the recruitment and selection process.

Develop a range of digital activities to support Learn at Work/Digital Week

To assist with the set up and management of the ERC Digital Academy

Engage with public, voluntary and private sector organisations to keep up to date with latest digital learning technologies and ensure the Council has an opportunity to work collaboratively with others

PERSON SPECIFICATION

POST OF: Digital Learning Officer GRADE: Grade 9	SERVICE: Human Resources DEPARTMENT: Corporate & Community Resources		
ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS Minimum of HND level qualification in learning and development, digital design, business administration or equivalent topic. Qualification in instructional design/learning technology related area	X X	X	Application Form/Verification of qualification
RELEVANT WORK/ OTHER EXPERIENCE Proven experience in a similar role, producing blended learning across a large, diverse organisation A deep understanding of blended, social and collaborative learning theories for adult learners and how these can be practically implemented Up to date knowledge of best practices in accessibility, user-centred, universal and mobile learning platforms and resources. Experience of using gamification and AI to support learning Good working knowledge of Office 365 Knowledge of service design and user research	X X X	X X X	Candidate to submit example of work Practical Exercise Interview Questions
SKILLS AND ABILITIES Highly developed digital media production skills to produce online guidance and resources with experience of deploying digital learning content The ability to use current available technology creatively and effectively Proactive and highly organised, with strong time management, planning skills and attention to detail.	X X X		Submission of Work Interview Questions Practical Exercise Practical Exercise Interview

<p>Able to manage multiple projects concurrently</p> <p>Excellent communication and presentation skills, and the ability to present ideas in business-friendly and user-friendly language</p>	<p>X</p> <p>X</p>		
<p>PERSONAL QUALITIES</p> <p>Ability to carry out responsibilities with minimal supervision and thrive both on own initiative and as part of a team.</p> <p>A flexible and can do attitude to work</p>	<p>X</p> <p>X</p>		<p>Interview Questions</p> <p>Interview Questions</p>
<p>ADDITIONAL JOB REQUIREMENTS</p>			