

- JOB TITLE:** Digital Learning Manager
- REPORTS TO:** Associate Dean (Learning & Teaching)
- DIRECT REPORTS:** Operational liaison with programme and module leaders

JOB DESCRIPTION

E-learning, digital pedagogy, blended learning, and the integration of digital platforms in the learning experience, is central to ICMP programmes. The Digital Learning Manager leads and manages ICMP's digital learning provision. The post-holder is responsible for the maintenance and development of our digital learning systems and practice. Working closely with programme leaders, module leaders and tutors the postholder with ensure the student experience is appropriately enhanced by digital technologies, that the institution remains at the cutting edge of the available and emerging technologies, that our academic and support teams are proficient in its application, and will lead in the further development of our e-learning and digital capability.

PRINCIPAL RESPONSIBILITIES

Communication and teamwork

- To work closely and collaboratively with academic and other colleagues to create online learning resources that support ICMP courses and to ensure such resources are of a high standard, kept up to date and presented within the VLE in an appropriate manner
- To provide pedagogical advice, encouragement and technical support to academic staff and subject specialists in order to design, develop and deliver a wide range of engaging, interactive and effective online learning resources across the range ICMP programmes.

Service Delivery

- To lead on the systems management and administration of the ICMP VLE (Canvas) and other digital platforms/services, handling issues such as user account management, general configuration tasks, upgrades and technical developments
- To manage various administrative processes relating to content management, transfer and back-up, and responding to technical enquiries from staff and students.
- To manage the relationship with our e-learning and digital platform service providers.
- To implement and promote new digital and e-learning services to further enhance the student experience

Training and development

- To identify any skills gaps and professional development needs of the institution and to establish and maintain plans to address the continuing professional development of the institution



- To deliver professional development activities, where necessary, to enable academic and other staff to create engaging online content and to deliver effective online teaching
- To take responsibility for own professional development, including undertaking training courses where necessary to develop skills required to fulfil this position effectively, and to participate in meetings, conferences and other events relating to the use of technologies in education.

Initiative and problem solving

- To investigate and evaluate emerging technologies to ascertain their suitability for investment and/or implementation at ICMP
- To monitor and evaluate the pedagogical effectiveness of online content and activities used in ICMP programmes, and to write technical and other reports for the benefit of non-specialists.
- To investigate and solve technical problems arising in the online delivery of content

Liaison and networking

- To identify, adapt and re-use 3rd party tools and content, as appropriate, to enhance ICMP online provision, and to liaise with publishers where necessary to ensure effective integration of materials.
- To liaise with external professional services as appropriate
- To represent digital learning on relevant committees and working groups
- To liaise as necessary with the IT manager and facilities team to ensure the effective integration of relevant services and platforms.

Other duties

- To liaise as appropriate with professional bodies and other external organisations as required by senior managers
- To attend key events such as Open Days and Graduation as required by senior managers
- To report to the relevant staff on any emergent SEND, Health & Wellbeing and Health and Safety with respect to students
- To perform any other duties consistent with both the grade and scope of the post to support the delivery of ICMP programmes, as directed by senior managers.