

|  |  |
| --- | --- |
| JOB DESCRIPTION AND PERSON SPECIFICATION | |
| **Job Title**: DIAL Coordinator | **Grade:** |
| **Accountable to**: Chris Follows | **Salary**: |
| **Department:** CLTAD | **Location:** 272 High Holborn |
| **Section**: Library Services – Academic Services |  |
| **Contract Length: 6 months Hours per week:** 0:5 **Weeks per year:** | |
| **Purpose of Job:**  To contribute to the successful completion of the DIAL Project achieving all objectives on time. To advocate, develop and promote the DIAL Project with College staff and support colleagues in developing digital literacies with an aim of improving graduate employability and develop confidence and capability in the adoption and integration of digitally enhanced learning for staff and students. | |
| **Main Duties and Responsibilities:**  DIAL project groups;   1. Regularly monitor and evaluate the ongoing DIAL project and work of developing digital literacy in individuals and communities. 2. Responsible for stewarding the online community space and members, sustaining a cumulative process of development within each community project and in DIAL as a whole. 3. Indentify new DIAL project groups; help evaluate needs and scope of perspective projects in line with DIAL aims and objectives. 4. Create documentation of projects and resources including postproduction editing and publishing resources online.   DIAL project;   1. Evaluate the support needs with the project manager of current and future DIAL project groups in terms of the projects overall capacity to deliver and future growth. 2. Contribute fully to the development of the DIAL projects at course level, including both staff and students, at colleges across University of the Arts London in the planning and organisation of DIAL project workshops and events.   Outputs;   1. Develop and disseminate online project content, making resources accessible and openly licensed online on UAL platforms. 2. Provide and support general DIAL project dissemination conferences, workshops and the project blogs, social media and websites. 3. Analysing data: Contribute to systematic data analysis and embed strategies for regular project data collection methods of projects, ensuring the objectives of the DIAL project are achieved. 4. Contribute to the production of ‘resources’ from online multimedia handbooks to full modules. Raise awareness and expertise of project communities, raising DIAL group aspiration of making use of the differing levels of expertise within their target communities.   **In addition the post holder will be expected to:**   1. Perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University. 2. Undertake health and safety duties and responsibilities appropriate to the role. 3. Work in accordance with the University’s Equal Opportunities and Diversity Policy and the Staff Charter, promoting equality and diversity in your work. 4. Undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University’s Planning, Review and Appraisal scheme and staff development opportunities. 5. Make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness. 6. Conduct all financial matters associated with the role in accordance with the University’s policies and procedures, as laid down in the Financial Regulations. | |
| **Key Working Relationships**:  * DIAL College Coordinators * Teaching, administrative and support staff within the College  Deans and other leaders of teaching and learning at College level | |
| **Resources Managed:**  Budgets:  Staff:  Other (e.g. accommodation; equipment): | |

| Person Specification Professional and Administrative E = Essential D = Desirable  A = Application T = Test I = Interview | **E**  ✓ | **D**  ✓ | **Means of Testing**  **A / T / I** |
| --- | --- | --- | --- |
| Qualifications/Knowledge and Experience |  |  |  |
| * Higher qualification or degree or relevant professional experience | ✓ |  | A |
| * Track record of delivering set objectives within a specified time frame | ✓ |  | A / I |
| * Demonstrated commitment to own professional development, which may include effective use of appraisal schemes and staff development processes. | ✓ |  | A |
| * Experience of teaching and/or supporting students learning in higher education, preferably in Art and Design |  | ✓ | A |
| Communication and Service Delivery |  |  |  |
| * Ability to create learning resources and run teaching sessions demonstrating clear and persuasive communication, explaining complicated matters simply, and tailoring delivery methods/media to suit the audience’s needs and understanding. | ✓ |  | A / I |
| * Ability to present compelling arguments at all levels with an organisation to influence and negotiate satisfactory outcomes | ✓ |  | A / I |
| * Uses appropriate levels of IT skills to enable best use of available information and communications as necessary for the post. |  |  |  |
| MS Office including Email and Electronic Diary | ✓ |  | A |
| Web/Internet | ✓ |  | A |
| Blackboard or other VLE | ✓ |  | A |
| Web 2 Technologies | ✓ |  | A |
| Institutional Repository |  | ✓ | A |
| * Ability to lead and quickly develop internal networks, actively seeking to build productive relationships, influencing events or decisions and increasing advocacy for the open access agenda at senior levels within the College | ✓ |  | A / I |
| * Ability to quickly gain credibility with management, teaching and support staff at the University of the Arts London | ✓ |  | A / I |
| Managing Resources |  |  |  |
| * Proven ability as an operational task leader assessing and ensuring appropriate resources and support are available to enable the team and individual members to achieve their objectives. | ✓ |  | A / I |
| * Ability to ensure that all team members understand what is expected of them, delegating work fairly and according to ability and dealing any difficulties. | ✓ |  | A / I |
| * Ability to clarify, plan and prioritise own work and that of the others/team, to achieve objectives to the standards expected, including proactively working with others to achieve personal and project objectives. | ✓ |  | A / I |
| Experience of managing time and resources effectively, continually reviewing progress to improve efficiency and to ensure that work of self and others is completed in line with team/individual objectives and within budget. | ✓ |  | A / I |
| Problem Solving |  |  |  |
| * Ability to consider wider impact of decisions, assessing possible outcomes and their likelihood, challenging decisions appropriately to ensure consideration and processes are robust. | ✓ |  | A / I |
| * Ability to analyse problems to identify their cause, considering all possible solutions to identify those which offer wider benefits. | ✓ |  | A / I |
| * Ability to carry out investigations into complex or sensitive issues, producing reports that identify key issues and findings. | ✓ |  | A / I |
| Work Environment and Care |  |  |  |
| * Experience of dealing with difficult situations or confidential matters according to policy and procedures, referring to others where necessary and appropriate. | ✓ |  | A / I |
| * Ability to undertake health and safety duties and responsibilities appropriate to the post. | ✓ |  | A |
| * Commits to the University’s Equal Opportunities Policy together with an understanding of how it operates within the responsibilities of the post. | ✓ |  | A |
|  |  |  |  |