



## POST DESCRIPTION

**Job Title: Learning Innovation Manager**

**Responsible to: Exec Director for ICT and Learning Innovation**

---

### 1. Job Purpose:

- Inspire and motivate curriculum teams and individual teaching practitioners to embrace innovative electronic learning opportunities
- Lead on the provision of a comprehensive package of online and blended learning courses, online assessment and mobile learning
- Determine (in conjunction with colleagues) the best learning technologies to deploy and ensure staff are trained in their application
- Maintain an up to date knowledge of leading edge learning technology and disseminate across the organisation
- Creation and maintenance of a learning laboratory where teaching staff can develop online resources with support
- Management of a group of student digital advisors who will support content development, training and identification of emergent and established technology
- Establish the strategic direction (in conjunction with colleagues) of e-learning and technology enhanced learning across the group.
- To create appropriate delivery efficiencies in all curriculum strands

### 2. Key Responsibilities

- 2.1 To develop an expanded e-learning strategy for GIG focussing explicitly on pedagogy
- 2.2 To support the development of e-learning infrastructure in conjunction with cross Group colleagues.
- 2.3 To develop bespoke staff development opportunities for GIG and lead on delivery across the Group
- 2.4 To facilitate the development of e-learning and blended solutions for international and commercial programmes across the Group

- 2.5 To lead on the development of high quality teaching materials for distance / blended learning in HE, FE and WBL
- 2.6 To lead on centre wide research of and into e-learning disseminating information in a timely manner
- 2.7 To lead on preparation for inspections (with a specific focus on QAA / Ofsted) regarding e-learning
- 2.8 To lead on the development of social interaction tools and extra curricular activities through electronic media across the group
- 2.9 To maximise efficiency and effectiveness of resources through the development of creative e-solutions across the Group
- 2.10 Monitoring, reporting on and critical evaluation of e-learning performance across the Group
- 2.11 Be a qualified and experienced teacher and teach 206 Hours across HE, FE or WBL
- 2.12 Managing a team of content developers to ensure effective use of resources and maximum value for money
- 2.13 Lead on embedding of e-learning in learning centres, remote venues and drop in hubs across the group
- 2.14 Effective teamwork and negotiation with cross Group Colleagues to deliver key performance indicators
- 2.15 The production of reports and analyses for SMT and other committees as requires
- 2.16 The efficient and effective management of project and resources budgets
- 2.17 To communicate and influence the technology enhanced vision of the institute and ensure effective achievement of KPI's
- 2.18 To contribute towards the positive promotion and role modelling of the Group's Core Values and Acceptable Standards for Learners.
- 2.19 Act as an integral member of the quality improvement team as well as the e-learning team to ensure technology improves vocational and academic standards

### **3. Budget Responsibility**

The post holder is required to ensure that the areas under their responsibility achieve budget on a monthly/ annual basis. The post holder will be required to observe and comply with the financial regulations of the Group at all times.

### **5. Continuing Professional Development**

- 5.1 The post holder will proactively take part in the Group Appraisal process and will appraise any staff they are responsible for
- 5.2 The post holder must undertake all training deemed mandatory by the Group (e.g. Safeguarding, Equality and Diversity and Health and Safety) and will be expected to attend all other relevant training and continuous professional development events. They are responsible for their own professional updating

### **6. Health and Safety**

- 6.1 The post holder will be required:
  - To take reasonable care to safeguard their own safety and that of others with whom they work;
  - To cooperate with designated officers named by the Governors and/or the Principal and any other designated Institute manager to enable the Institute to comply with its obligations under Health and Safety legislation.
  - Not to interfere with or to misuse anything provided in the interests of health and safety or welfare.
  - To report immediately any defects in plant, equipment or the environment

### **7. Equality and Diversity**

The Group is committed to the provision of equal opportunities and strives to ensure that unfair discrimination does not occur. All employees have a duty to ensure unfair discrimination does not occur and to support the implementation of the Institute Groups' Equality policy as appropriate.

### **8. Safeguarding Children and Vulnerable Adults**

The Group recognises that it has a statutory and moral duty towards safeguarding the welfare of children, young people and, if appropriate, vulnerable adults who participate in any Institute group activities and expects all staff to share this commitment. All safeguarding mandatory training and updating must be undertaken (see 5.2)

### **9. Group Policies and Procedures**

All staff are required to be aware of and comply with all Group Policies and Procedures which are accessed via the Virtual Learning Environment.

## Note

This job description is current as at the date of your appointment. In discussion with your line manager your post description may be varied at any time to reflect or anticipate changes in or to the post and you may be required to undertake other duties commensurate with the grade of your post.

### Post Title - Learning Innovation Manager – Employee Specification

Qualities	Specific Requirements	E	D	By
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>• Related degree or equivalent</li> <li>• Level 4/5 Management qualification or willingness to obtain within 2 years</li> <li>• Minimum Level 2 in Numeracy, Literacy or equivalent</li> <li>• ICT Skills to Level 2</li> <li>• Teaching qualification</li> </ul>	E E  E E	    D	A A  AI AI A
<b>Specialist Knowledge</b>	<ul style="list-style-type: none"> <li>• Demonstrable evidence of effective implementation of e learning practice within curriculum teams</li> <li>• Knowledge of current e-learning developments, applications and their impact on teaching and learning</li> <li>• Sound up-to-date knowledge of post-16 curriculum issues</li> <li>• Up-to-date knowledge of the potential of ILT in developing an innovative and flexible curriculum</li> <li>• Knowledge of Database Structures</li> <li>• PHP Programming/development</li> </ul>	E  E  E E  D	     D	AI  AI  AI AIO  AI AI
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Successful track record of managing e learning</li> <li>• Demonstrate ability to develop and implement strategies</li> <li>• Successfully managing within a customer focused environment</li> <li>• Experience of managing or working within budgets and efficient and cost effective resource management</li> </ul>	E  E  E E	    	AI  AI  AI AI

	<ul style="list-style-type: none"> <li>• Experience of managing projects</li> <li>• Up to date CPD Record</li> <li>• Producing high quality reports, succinct and concise reports</li> <li>• Producing Self Assessment Reports and Quality Improvement plans</li> </ul>	E E E E		AI AI AI A
<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>• A positive attitude to change</li> <li>• Ability to positively promote the Institute Group Values and Acceptable Standards to staff and learners</li> <li>• Flexibility and adaptability</li> <li>• Excellent communication and interpersonal skills</li> <li>• Willingness to develop self and others</li> <li>• Good organisational and administrative skills</li> <li>• Customer orientated</li> <li>• Ability to build relationships of trust and respect</li> <li>• Integrity</li> </ul>	E E E E E E E E E E		I I I IO IO IO IO IO AIO
<b>Other</b>	<ul style="list-style-type: none"> <li>• CRB Check carried out on appointment</li> <li>• Smart business dress</li> <li>• Ability and willingness to travel to all sites</li> </ul>	E E E		I OI I

**Qualities identified and determined by :**

**A = Application Form (CV as appropriate)    O = Observation    I = Interview**

**E = Essential qualities for the Role    D = Desirable qualities for the role**