

<b>SECTION A: THE ROLE</b>	
<b>Job Title:</b>	Business Digital Transformation Officer
<b>Institute/Service:</b>	Centre for Digital Transformation
<b>Job Grade:</b>	Grade 7 0.8FTE
<b>Job Family:</b>	Academic Registry
<b>Job Location:</b>	Lancaster or Carlisle Fusehill Street Campus
<b>Responsible To:</b>	Director of the Centre for Digital Transformation
<b>Role Purpose:</b>	The Business Digital Transformation Officer will be central to operationalising the strategic aims of the Centre for Digital Transformation (CDT), specifically the development and delivery of a Business Digital Transformation programme that promotes and supports more digitally enabled employers and more digitally capable employees. Under the direction of the Director of the CDT and in conjunction with the Institute of Industry, Business and Leadership (IBIL) CPD Manager the Business Digital Transformation Officer will collaborate with colleagues in IBIL, across the University and externally, to develop courses that respond to business digital transformation needs. All of which is informed by and in line with the broader University Strategic aims.

<b>SECTION B: PRINCIPAL DUTIES/KEY OBJECTIVES</b>	
<b>1.</b>	Play a significant role in the development of a business digital transformation programme.
<b>2.</b>	Play a significant role in engaging new and existing businesses in the programme.
<b>3.</b>	Play a significant role in the delivery and implementation of a business digital transformation programme.
<b>4.</b>	Play a significant role in the analysis of employer and employee digital development needs.
<b>5.</b>	Make an active contribution in the development of new CPD programmes, in collaboration with IBIL colleagues, in response to business, employer, and employee digital needs.
<b>6.</b>	Monitor and report on new programme initiation, implementation, and evaluation.
<b>7.</b>	Make a robust contribution to the development of external networks to support CDT develop a reputation and profile for excellence and innovation in digital transformation.

**Additional Information:**

You will on occasions and in line with operational needs:

- Be required to work different hours including at weekends/evenings.
- Be required to travel to other campuses and sites as necessary.

In addition to the duties listed here, you will be required to perform other duties which are assigned from time to time. However, such other duties will be reasonable in relation to the grade.

It is the University's intention that this role description is seen as a guide to the major areas and duties for which the post holder is accountable. However, the business will change, and the post holder's obligations will vary and develop. The description should be seen as a guide and not as a permanent, definitive, and exhaustive statement.

**Providing an Inclusive Environment:**

The University of Cumbria is committed to providing an inclusive environment, where staff, students and visitors are encouraged to be their true self, in order to enhance the individual and collective experience. As a university community, we share the social responsibility of enabling this inclusive environment by valuing, respecting and celebrating differences, to ensure that we generate a sense of understanding and belonging.

The university recognises that our differences are our strength, seeking and valuing different perspectives and ideas, in an environment that is without prejudice and bias.

We are committed to embracing our responsibility as a facilitator of change and continue to develop our equality agenda in line with and, where appropriate, beyond the Equality Act 2010. We do not tolerate discrimination, bullying or harassment in any form on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

Criteria for Grade 7 Role Title: Digital Research and Development Officer	Essential/ Desirable	To be identified by:
<p><b>Qualifications</b> Educated to RQF Level 6 (Degree level or equivalent) or equivalent experience.</p> <p>Membership of ALT/ CMALT/ JISC or a similar critical digital pedagogy society, learning community or network.</p>	<p>Essential</p> <p>Desirable</p>	<p>Application Form</p> <p>Application Form</p>
<p><b>Experience</b> Previous experience of leading or contributing robustly to digital transformation or digital change in a contemporary environment.</p> <p>Considerable previous experience of working collaboratively across a range of teams or groupings to analyse, design, develop and deliver programmes of learning and courses (including digital and online programmes) in response to identified need.</p> <p>Experience of working in higher education and/or awareness of wider University, HE issues and external (including industry) changes such as innovations, changes which impact on the job.</p>	<p>Essential</p> <p>Essential</p> <p>Desirable</p>	<p>Supporting Statement/Interview</p> <p>Application Form/Interview</p> <p>Supporting Statement/Interview</p>
<p><b>Knowledge, skills, and abilities</b></p> <p>Knowledge, skills and abilities as related to role /subject area (for example, digital capabilities and skills, digital pedagogies, digital tools, and digital transformation) and understanding of broader areas and issues (regulations, research, legislation, industry standards, and implications of non-compliance with digital agendas, etc).</p> <p>Knowledge of relevant educational IT packages, information systems and procedures, ability to adapt/transfer skills for use and to convey the skills relevant to using new technologies to others.</p> <p>Ability to design, develop and deliver various aspects of the work from inception to completion.</p> <p>Ability to take a lead in and to present concepts and complex material to a range of audiences in a range of communication formats and modalities.</p> <p>Professional approach to work and work colleagues, and the ability to form authentic and purposive interpersonal professional relationships, including within the context of leadership responsibilities.</p> <p>Networking skills and the ability to work collaboratively and effectively with internal and external stakeholders, including the ability to encourage, motivate, persuade, guide and</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Supporting Statement/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Supporting Statement/Interview</p>

<p>support colleagues in pursuit of positive and necessary change.</p> <p>Ability to prioritise tasks, manage time, and work flexibly within a busy, dynamic, and progressive environment, to meet strategic outcomes.</p>	Essential	Supporting Statement/Interview
<p><b>Other</b></p> <p>Commitment to the <a href="#">Strategic Plan</a> of the University especially in relation to equality of opportunity at work, a healthy and safe working environment and the expected behaviours of an effective Leader.</p>	Essential	Interview