Job Description – Digital Development Editor, Learner and Discovery Services

About the role

To take a leading role in the development and pedagogic editing of learning materials in printed and digital media, and within agreed principles of technology-enhanced learning.

To support technology-enhanced learning design activity, advise on draft development and take a hands-on role in the production of high-quality learning materials to schedule, budget and agreed quality standards.

To read and provide feedback on early drafts of learning and teaching materials, advising and supporting authors, academic teams and other partners on how to prepare and develop content that is suitable for students, and is consistent with agreed high-level design and pedagogic principles.

To provide structural and pedagogic editing of content and ensure effective integration of multimedia assets so that learning materials and other products are clear, readable, engaging and effective.

To commission and brief in-house developers and freelance creatives and suppliers when necessary.

To promote and embody positive attitudes and behaviours, embrace change and innovation, and champion the values of the organisation.

To identify and develop opportunities for the reuse of existing resources.

To keep informed of relevant developments in educational technology and publishing practice.

To contribute to the development, use and maintenance of professional standards in editorial practice.

To contribute to the team and department’s strategy formulation and implementation.

To line manage Production Editors (only when necessary, and subject to an interview process to take on this optional additional responsibility) in line with Open University policies and procedures.

Where assigned the above staff management responsibilities, to deliver accountable performance management of individuals to deliver excellent performance and drive ongoing career and professional development, operating in line with current Open University policies and procedures.

Skills and experience

Education, qualifications and training

Essential

A higher-education qualification or equivalent professional experience.

Desirable
A relevant qualification in publishing, media or a related field.
A relevant qualification in mathematics, science or a related discipline, or equivalent professional experience.

**Knowledge, work and other relevant experience**

**Essential**
Experience in editing, development and production of publications (either online or in print).

**Desirable**
Experience in educational publishing, technology-enhanced learning or instructional design.
Understanding of open and distance-learning principles and pedagogy.
Experience of using XML editing software and workflows in a publishing context.
Experience of using content management systems (such as SharePoint).
Experience of eBook and ePub production.
Knowledge of the basics of print and web design.
Knowledge of developments in higher education and learning technology.

**Skills, Capabilities and Abilities**

**Essential**
Strong communication skills: able to influence those in senior positions; challenges others appropriately and constructively; negotiates effectively to agree pragmatic outcomes.
Team working: works as part of a team towards common goals and collaborates across functional and institutional boundaries; builds effective working relationships at all levels.
Delivering excellent service: elicits, understands and records complex requirements; shows attentiveness to accuracy and detail, even when under pressure; demonstrates excellent time-management and organisational skills; manages own workload and balances conflicting demands.
Solving problems: thinks creatively and imaginatively; thinks laterally around problems; proposes imaginative solutions; focuses on end-user requirements and experience.
Promoting learning and development: shows commitment to own professional development and learning.
Continuous improvement: identifies opportunities for continuous improvement; shows commitment to own professional development; demonstrates enthusiasm, willingness and ability to learn new skills.