



JOB DESCRIPTION

Job Title: Digital Intern

Grade: This post has been evaluated at Grade 2

Responsible to: Head of Online and Digital Learning

Date: February 2024

Job Purpose

This role builds on the successes of our previous Digital Interns in developing our online learning materials for our growing portfolio of online degrees. This role will provide transcription checking and amendments for accuracy for fully online video content. They will also support continued improvements to our digital delivery, working closely with course teams and the Digital Learning Team to ensure modules are enhanced.

The University takes Health and Safety matters very seriously. All staff have a responsibility to take reasonable care for the health and safety of themselves and others who may be affected by their actions and omissions. They also have a duty to comply with the University's arrangements for Health and Safety. Staff with responsibility for others must ensure the proper enactment of University policy within their areas in line with levels of responsibility set out in the University's Health and Safety Policy.

Main Duties and Responsibilities

1. Checking accuracy of transcriptions for video content.
2. Amending automatically generated captions to ensure transcriptions match that of the video content delivered.
3. Working with course teams to ensure module materials are suitable for digital delivery.
4. Performing accessibility checks and alterations on module materials in communication with course teams.
5. To ensure materials follow best practice standards for learning and teaching in line with Digital Learning advice.

General Duties and Responsibilities

1. To work within and actively support the equality and diversity policies and practices of Falmouth University.
2. To notify a more senior member of staff of any errors or concerns at the earliest opportunity.
3. To participate in the Annual Performance Development Review Process.
4. To ensure that the universities cross-cutting themes of partnership, equality and diversity and sustainability inform all activity related to the role.
5. To ensure communications systems and practices support effective management arrangements and promote good relations with staff and students.
6. To work within a framework of effective governance, ensuring compliance with relevant Regulations, Legislation/Policies and Procedures.
7. To be responsible for your own continuing self-development.
8. Working within the Health and Safety at Work Act, the post holder has a legal duty to take reasonable care for Health and Safety both for themselves and others who may be affected by their actions. They are also required to undertake Health and Safety training commensurate with the level required by the post and to take part in risk assessment procedures and the implementation of agreed recommended work practices within the area.
9. To undertake other duties not specifically stated above, which from time to time are necessary for the effective performance of the Universities business without altering the nature or level of responsibility involved.

Health & Safety Requirements

In relation to Health and Safety, you are responsible for ensuring that:

- You comply with safe systems of work in operation within your work area.
- You work co-operatively with other staff who have responsibility for Health and Safety Requirements.
- You report any health and safety concerns to your manager or other responsible member of staff as soon as these are identified.
- You attend training as appropriate to your role (see the relevant Health and Safety Training Grid for requirements).
- You may be required to undertake duties as a first aider (for which a separate allowance is paid).

PERSON SPECIFICATION

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Attributes	Essential Requirements	Desirable Requirements
Education and Qualifications	Graduate level qualification obtained at Falmouth University.	Degree obtained in an area that relates to events or content production. Additional qualifications with a media creation focus; e.g Adobe ACA.
Experience and Knowledge	Experience of using Microsoft O365 tools and media creation software, including Microsoft Teams and Adobe Creative Cloud. Experience using virtual learning environments and content management systems as a student; e.g Learning Space (Moodle), Wordpress.	An interest in the development of educational materials. Experience of working collaboratively in a team. Experience of editing content and digital materials.
Skills and Personal Requirements	Excellent IT skills. Excellent interpersonal and communication skills. Ability to work to deadlines.	