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**Job title:** Digital Information Adviser

**Reports to:** Head of Digital Learning, Portal, and Intranet Services

**Department:** Information Services

**Location:** The role will be based at the Moulsecoomb Campus. However, the role will require the flexibility to travel to and work from other university sites, as and when required for which expenses will be paid in accordance with the University’s Staff Expenses Policy.

**Grade: 6**

**Purpose of the role**

The post-holder will be responsible for providing staff support for the university’s portal and intranet platforms, acting as a consultant to identify and design solutions to meet emerging university needs and ensuring those solutions are implemented and supported appropriately. The post-holder will provide advice on the secure and efficient management of information within the university’s portal and intranet platforms and support and develop the use of online productivity tools, such as Microsoft 365

**Main areas of responsibility:**

* **Provide proactive consultancy to support the application of portal and intranet services to meet the needs of the university**
* **Advise on best practices in managing and categorizing unstructured digital information.**
* **To work proactively with colleagues from Information Services and other departments to identify tools and solutions which support administrative, academic and research processes**
* **To contribute to the analysis, evaluation and development of digital learning, portal and intranet services**
* **To support and develop the use of online productivity tools, such as Microsoft 365, used in administrative, academic and research activity**
* **Contribute to the technical management of digital learning services including regular data maintenance and archival processes**
* **To continuously monitor and evaluate emerging technologies and make recommendations relating to their application for learning, teaching & research**
* **To develop and deliver relevant staff development and guidance materials and workshops**

**General responsibilities**

These are standard to all University of Brighton job descriptions.

* To undertake other duties appropriate to the grade and character of work as may be reasonably required, including specific duties of a similar or lesser grade.
* To adhere to the University’s Equality, Diversity, and Inclusion Policy in all activities, and to actively promote equality of opportunity wherever possible.
* To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act.
* To work in accordance with the Data Protection Act 2018 and UK GDPR

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The person specification focuses on the knowledge, qualifications, experience and skills (both general and technical) required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed application form (A), at interview (I) and in some instances through an exercise (E).

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| **Essential criteria** |  | **A, I, E** |
| **Knowledge, skills, and abilities** | * Good working knowledge of classification, metadata, taxonomy systems. * Good working knowledge of usability and information architecture * Good working knowledge of MS Sharepoint * Able to learn new technology rapidly and continuously and understand it’s potential application to information management * Ability to communicate technical information to non-specialists * Competence in planning and giving presentations and training courses; producing course notes and practical exercises. | **A,I,E**  **A, I**  **A, I**  **A, I**  **A, I**  **A, I** |
| **Qualifications** | * Degree or equivalent evidence of depth and level of knowledge of information architecture/management | **A** |
| **Experience** | * Experience of supporting IT services in a large institution * Experience of the use and potential of portal technologies in an academic or similar environment | **A,I,E**  **A, I** |
| **Managing people** | * Ability to efficiently plan staffing resources * Evidence of effective liaison with users in the development and deployment of electronic materials; flexible, co-operative, helpful; self-aware. | **A,I**  **A, I** |
| **Desirable** | * Relevant experience within higher education and/or a customer-oriented company involved with the delivery of ICT services. * Experience of using Office 365 technologies to support institutional information management requirements | **A,I**  **A, I** |

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* Any appointment is generally made at the bottom of the salary range for the grade dependent upon experience and previous salary.
* This is a full time post and is permanent
* The University of Brighton welcomes job sharers. Job sharing is a way of working where two people share one full-time job, dividing the work, responsibilities, pay, holidays and other benefits between them proportionate to the hours each works, thereby increasing access to a wide range of jobs on a part-time basis. The advert for the post for which you are applying will indicate whether applications from job sharers can be considered (this may not be possible for a post that is already part time for example) and further information can be found on the ‘Balancing Working Life’ section here [Benefits and facilities](https://www.brighton.ac.uk/about-us/working-with-us/jobs/benefits-and-facilities.aspx).
* Annual leave entitlements are shown in the table below and increase after 5 years’ service. In addition, to the eight Bank Holidays, there are university discretionary days between Christmas and New Year. All leave, including bank holidays and discretionary days, is pro-rated for part time employees.

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| **Grades** | **Basic entitlement per year** | **Grades** | **After 5 years’ service** |
| 1-3 | 23 days | 1-3 | 28 days |
| 4-7 | 25 days | 4-7 | 30 days |
| 8-9 | 27 days | 8-9 | 30 days |
| Band 10 and above | 30 days | Band 10 and above | 30 days |

* More information about the department/school can be found here [Professional Services Departments](https://www.brighton.ac.uk/about-us/contact-us/professional-services-departments/index.aspx) or here [Academic Departments](https://www.brighton.ac.uk/about-us/contact-us/academic-departments/index.aspx).
* Read the University’s [Strategy 2019 - 2025](https://www.brighton.ac.uk/practical-wisdom/index.aspx)
* The University has an attractive range of benefits, and you can find more information about them on our [website](https://www.brighton.ac.uk/about-us/working-with-us/jobs/benefits-and-facilities.aspx).