Digital Skills Advisor (Maternity Cover)
DIRECTORATE OF DIGITAL AND INFORMATION SERVICES

Closing date: 09 January 2024
Interview date: 23 January 2024
Reference number: LIB240A
INTRODUCTION

Events of recent years have shown how important the acquisition of digital skills is, and this vacancy provides an exciting opportunity for a suitably qualified and experienced candidate to provide maternity cover to help the University of Aberdeen develop an important new programme for our students and staff that will support this. The Digital Skills Advisor (maternity cover) based within the Training and Documentation Team in Library Services, which is part of the University’s Directorate of Digital & Information Services (DIS). DIS sits within Professional Services which has approximately 1,500 staff providing support to student, academic and other corporate and areas.

JOB DESCRIPTION

MAIN PURPOSE OF THE ROLE:

As Digital Skills Advisor you will provide a coordinating role in the review and development of our information and digital skills services to support our strategic priority to equip the university community with the digital skills for the modern and future workplace, transforming processes and adopting new ways of working through the effective application of digital tools. The role will provide support for the delivery of digital and information skills training and will develop online materials to facilitate skills development. The Digital Skills Advisor also will create written documentation on supported IT applications and information resources.

The successful candidate will be self-motivated with an interest in digital technologies and an aptitude for designing creative and inspiring educational resources. They will have excellent communication and teamwork capabilities, and the ability to deal with staff and student enquiries empathetically.

KEY RESPONSIBILITIES:

• Support with the development and delivery of digital skills training and the creation of online learning materials for IT applications and information resources

• Support with the review and assessment of a range of web and desktop applications as well as information resources, including user testing, documentation, and training.

• Review our current digital skills services and based on the review findings begin to develop our services to improve supplementary skills provision to enhance staff and students’ digital capabilities
• In collaboration with other team members and the wider DDIS identify opportunities to embedding digital literacy across academic programmes and partner on existing co-curricular programs.

• Begin the process of creating exciting innovative teaching materials to engage our users in their development of digital and information skills

• Monitor, respond and resolve staff and student enquiries on the use of supported digital applications (e.g. Microsoft Office) and electronic information resources.

**CANDIDATE BACKGROUND**

You will be an enthusiastic, experienced communicator, administrator and team-worker with a highly professional approach to service management and customer care. Educated to degree level (or equivalent qualification or experience), you should have experience of designing support materials and maintaining and reviewing content, in a professional information environment along with effective digital skills enabling a rapid understanding of specialist digital, library and learning tools and the ability to train and empower a broad range of people in the use of digital services.
**TERMS OF APPOINTMENT**

Salary will be at the appropriate point on the Grade 5, £31,396 - £34,980 per annum, and negotiable with placement according to qualifications and experience.

Any appointment will be made subject to satisfactory references and probation period.

For further information on various staff benefits and policies please visit www.abdn.ac.uk/staffnet/working-here

This role is based in the UK and as such the successful candidate will be required to live and work in the UK.

This post does not meet the minimum requirements for visa sponsorship under the Skilled Worker Route. We are therefore unable to consider applicants for this post that require sponsorship to work in the UK.

The candidate appointed to this post may be eligible for homeworking on an occasional or regular basis. For more information please refer to our [Homeworking Policy](#).

**AT A GLANCE**

**SALARY:**
Grade 5
£31,396 - £34,980 per annum

**HOURS OF WORK:**
Full-Time, 37.5 hours per week

**CONTRACT TYPE:**
Fixed-Term until December 2024

**LOCATION:**
Aberdeen
## Person Specification

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<th>Education/Qualifications</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Academic, technical and professional education and training</td>
<td>• Educated to degree level, or equivalent experience in a relevant environment that closely aligns with the remit of the post</td>
<td>• Qualification in an area of digital or information skills.</td>
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<th>Work and Other relevant experience (including training)</th>
<th>Essential</th>
<th>Desirable</th>
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<td>e.g. Specialist knowledge, levels of experience, supervisory experience, research</td>
<td>• Be highly competent in the use of digital and information tools such as but exclusively Videoscribe, Canva, Mendeley, RefWorks as well as Microsoft Office applications, particularly Word, Excel and PowerPoint</td>
<td>• Experience of information management and delivery in a modern academic library or experience working with digital and learning technology to support teaching and learning in an educational setting.</td>
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<td>• The ability to evaluate, use and demonstrate the use of new digital and information tools as they become available</td>
<td>• Knowledge of university policies and procedures, with an understanding of relevant University and Higher Education issues which impact on the role</td>
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<td>• Experience of preparing and delivering teaching and training in a professional information environment</td>
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<td>• Experience of social network tool for professional communication purposes</td>
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<td>• Experience of synchronous and asynchronous communication using digital tools</td>
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<td>• Experience of working with service users and handling complex enquiries</td>
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<td>• Ability to understand and react to technical policies, standards, and guidance that relate to service management and</td>
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### Personal qualities and abilities

**ESSENTIAL**
- delivery particularly in a Higher or Further Education setting

**DESIRABLE**
- Effective digital skills enabling a rapid understanding of specialist digital and learning systems
- Excellent interpersonal skills and the ability to motivate and influence others
- Highly developed written and verbal communication skills including the ability to communicate complex ideas in an accessible way
- Ability to self-motivate, prioritise and make decisions independently
- Excellent time management, organisational skills and attention to detail
- Experienced and collegiate team worker, able to work across organisational boundaries and with colleagues at all levels of seniority
- Experience of leading on a project

**Other**

**ESSENTIAL**
- Willing to travel occasionally in Scotland and the UK

**DESIRABLE**
- e.g. initiative, leadership, ability to work on own or with others, communication skills
- e.g. special circumstances (if any) appropriate to the role such as unsocial hours, travelling, Gaelic language requirements etc.
UNIVERSITY OF ABERDEEN

open to all and dedicated to the pursuit of truth in the service of others

The University of Aberdeen is a broad based, research intensive University, and we put students at the centre of everything we do. Outstanding in a wide range of discipline areas, Aberdeen is credited for its international reach and commercialisation of research ideas into spin out companies. The University has over 16,000 matriculated students and 3,600 staff representing 130 nationalities. We encourage bold thinking, creativity and innovation, and we nurture ambition with many opportunities for professional and personal development in an inclusive learning environment which challenges and inspires.

CURRENT CONTEXT

The University continues to uphold the principals of the foundational purpose. We remain committed to delivering positive change both locally and globally. We work together and with our partners in an interdisciplinary way, catalysing world-leading research in our areas of strength: Energy Transition; Social Inclusion and Cultural Diversity; Environment and Biodiversity; Data and Artificial Intelligence; and Health, Nutrition and Wellbeing. We are investing in our future and have committed £100m to upgrading our campus, including the new fully digitised Science Teaching Hub, the regeneration of the historic King’s Quarter and a new Business School building. Our commitment to our students, campus and community has led to us being named a Top 20 UK institution in two major league tables¹ and 4th in the UK for overall student satisfaction².

¹ The Times and Sunday Times Good University Guide 2023 and the Guardian University Guide 2023
² National Student Survey (NSS) 2022

Updated October 2022
ABERDEEN 2040
On our 525th anniversary as a University we launched Aberdeen 2040, our strategic vision for the next 20 years. Four strategic themes will shape our learning and discovery, underlined by 20 commitments we have made against each theme:

- **Inclusive**
  We welcome students, staff and partners from all backgrounds, organisations and communities. We value diversity.

- **Interdisciplinary**
  We innovate in education and research by generating, sharing and applying new kinds of knowledge. We learn together.

- **International**
  We connect with others and extend our networks and partnerships around the world. We think across borders.

- **Sustainable**
  We understand and nurture our environment, and take care of our resources, including our people and finances.
  We work responsibly.

OUR EDUCATION
Recognised as the Scottish University of the Year in the Times and Sunday Times Good University Guide 2019, we remain true to our roots as an ancient Scottish university, combining breadth and depth in our degree programmes and drawing strength from the quality of our research. Our flexible curriculum encourages students to grow as independent learners and therefore to thrive as graduates in the diverse workplaces of the future. Our education is open to all and we are setting ambitious targets to further widen access.

OUR RESEARCH
Researchers at the University of Aberdeen have been at the forefront of innovation and excellence throughout the centuries, generating insights in medicine, science, engineering, law, social sciences, arts and humanities. This research has contributed to five Nobel prizes as well as other awards such as the Queen’s Anniversary prize. Our research is intellectually rigorous working within our established areas of excellence as well as new methods of enquiry. We will continue to generate new knowledge addressing economic and societal issues with ambition and imagination, ensuring that it is globally excellent and locally relevant.

INTERNATIONAL
Aberdeen is increasing its international presence, positioning the University as a global organisation and building on established global partnerships around the world, including Qatar, China, North America, Europe. We feature in the top 50 institutions worldwide for international students.

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3 Times Higher Education World University Rankings 2021

Updated October 2022
IMPACT

In 2020 the University signed the United Nations Sustainable Development Goals accord, solidifying our commitment to developing the world in a sustainable way. In 2022 we were listed in the global Top 100 for 8 of these goals.  

Our highly cited work in zero-carbon technology and global outlooks makes us Scotland’s best institution for environmental research.

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4 Times Higher Education Impact Rankings 2022
5 QS World University Rankings 2022
THE DIRECTORATE OF DIGITAL AND INFORMATION SERVICES

The Directorate combines the Number One in Scotland and the UK* Library & IT Services functions to deliver a comprehensive package of digital services to the staff and students at the University. It manages all aspects of IT development and support, provides information governance functions and includes both Library and Museum collections and services.

The University Library operates across three sites, including the award-winning Sir Duncan Rice Library, a nine-storey building which opened in 2011, providing over 1,000 study spaces and providing access to both modern and special collections. There are also separate Law and Medical libraries. The service provides for both researchers and students and offers significant online collections to support digital scholarship and blended learning. The Library increasingly provides publishing services in support of open access scholarly communications and ensuring the discoverability of research data.

The Library’s research and learning services comprise information consultancy, information skills, enquiry services, scholarly communications, reading list services and metadata services. Our new reading list system, Leganto, has formed a critical component of our support for blended learning during the pandemic. Our scholarly communications service supports open access publishing and research data discoverability and is moving into wider publishing activity and bibliometrics. Immediate priorities are to ensure a sustainable and copyright compliant reading list service, contribute to the implementation of the DORA obligations at Aberdeen and strengthen connections and joined up services with colleagues in the Directorate’s Digital Research team, and those in the Research and Innovation Directorate.

The Directorate is also focusing on the Aberdeen 2040 strategy and developing ambitious plans to respond to the direction this sets for the University of Aberdeen.

*National Student Survey 2023
ABERDEEN AND ABERDEENSHIRE

Scotland’s third largest city, Aberdeen sits on the coast between the mountains of Aberdeenshire and the stunning North Sea coastline. The Aberdeen City region is a can-do place that is actively investing, at scale, in its future.

Renowned as a Global Energy Hub, Aberdeen is a vibrant, entrepreneurial region, home to a unique mix of business opportunities and specialist skills across various sectors including energy, technology, life sciences and food & drink. More than 20% of Scotland’s top businesses are located in this region which is taking great strides to ensure that it continues to compete on a world stage. Investments of more than £10 billion of public and private infrastructure is due to be delivered before 2030, marking an exciting time to be part of a genuine world-class location.

Built from sparkling local granite Aberdeen has earned the name of the Silver City. As the energy capital of Europe, Aberdeen nevertheless retains its old-fashioned charm and character making it an attractive place in which to live, work and study. Due to its global business and international energy industry credentials, Aberdeen is well served by local and national transport infrastructure with excellent rail networks that run both North and South of Scotland and the rest of the UK. It also acts as an international travel hub. Flying time to London is just over one hour with regular daily flights and serves international travel to European centres such as Amsterdam (Schiphol) and Paris (Charles de-Gaulle) as well as flights to other European destinations.

The City and the surrounding countryside provide a variety of urban, seaside and country attractions. Aberdeen has first class amenities including His Majesty’s Theatre, Music Hall, Art Gallery, the P&J Arena, Museums, and Beach Leisure Centre. The City is framed by its accessible beach front which is within a short walk of the city centre and there are an array of activities available across the region such as hill walking; mountaineering; sailing; surfing; salmon, trout and sea fishing; golf; sailing; surfing and windsurfing. The surrounding countryside, known as Aberdeenshire, is also one of Scotland’s most appealing regions. Royal Deeside and the Cairngorms National Park are within easy access of the city, and there are a variety of towns and villages scattered along the coastline.

The city and the surrounding area have ranked consistently highly in nationally recognised quality of life surveys, coming out top 10 as one of the best places to live in Scotland in 2020 in the annual Bank of Scotland survey.

To find out more visit www.visitabdn.com
EQUALITY AND DIVERSITY

The University values and celebrates a diverse working and learning environment and recognises the richness this brings, both in terms of contributing to the success of the University and creating safe and inclusive cultures. The University welcomes applications from individuals with diverse lived experiences.

The University supports flexible working, including hybrid working arrangements, and has policies in place to facilitate this where it is appropriate. The policies can be found at https://www.abdn.ac.uk/staffnet/working-here/flexible-working--5607.php.

The University is committed to progressing gender equality across all its functions and has been a proud member of the Advance HE Athena Swan Charter, achieving an institutional Bronze award, one Silver departmental award for the School of Psychology and eleven departmental Bronze awards. LGBTQ+ equality is championed through the University’s membership of the Stonewall Diversity Champions Programme, where the University has achieved a Silver award in the Workplace Equality Index. The University is on a continual journey to respond to, and combat, GBV in our community and beyond. We are proud to be working towards the EmilyTest Charter, in partnership with the charity, EmilyTest. We all have a role to play in knowing how to signpost colleagues and students to support for gender-based violence, and training and support is available to all staff on this topic.

The University is signed up to Advance HE’s Race Equality Charter, affirming the University’s commitment to the Charter’s aim of improving the representation, progression and success of staff and students who identify as belonging to a racialised group. The University launched its Antiracism Strategy in 2022, representing a bold framework for progress on race equality. Recognising the importance of addressing the under-representation of racialised groups in the senior team, the University’s new Recruitment and Selection Policy embeds specific positive action measures to address this.

The University is delighted to be accredited as a Disability Confident employer and strives to ensure that disabled staff and students have the opportunity to work and study in an inclusive, accessible and supportive environment. The University’s Wellbeing Strategy commits it to progressing work to tackle stigma related to mental health and action to promote and improve health and wellbeing for staff and students. Candidates who are British Sign Language (BSL) users can contact us directly by using contact SCOTLAND-BSL

The University’s work on equality, diversity and inclusion is supported by a range of networks and engagement activities, designed to provide safe spaces and raise awareness of the support available and the steps everyone can take to create inclusive campuses.

www.abdn.ac.uk/staffnet/governance/equality-and-diversity-277
HOW TO APPLY

Online application forms are available at www.abdn.ac.uk/jobs

The closing date for receipt of applications is 09 January 2024

Should you wish to make an informal enquiry please contact:

Claire Molloy, Information Consultant and Digital Skills Manager
01224 274813
c.a.l.molloy@abdn.ac.uk

Please do not send application forms or CVs to Claire Molloy.

Please quote reference number LIB240A on all correspondence.