

Job Description

Job Title:	Learning Environment Architect
Department:	Centre for Extended Learning (CEL)
Reports To:	Senior Production Manager
Jobs Reporting:	N/A
Salary Grade:	USG 10
Effective Date:	February 2019

Primary Purpose

The Learning Environment Architect* (LEA) reporting to the Senior Production Manager, takes a principal role in the evaluation, design, development, and rollout of interactive digital media authoring and content delivery technologies and practices at CEL, understanding departmental priorities and providing appropriate input and best practice recommendations to CEL senior management, to help guide the continuous improvement and evolution of CEL's course development practices.

Key Accountabilities

CEL's Interactive Digital Media Authoring Model

- Leads the exploration, evaluation and implementation of new and emerging interactive digital media development technologies/practices;
- Is a key resource to the CEL senior management team by bringing forward status updates, issues and recommendations to ensure senior management have all the information required to make strategic decisions, and ensure that CEL capitalizes on potential new development technologies and practices;
- Provides technical and creative leadership for the adoption of new content authoring platforms, systems, procedures and standards by the CEL Course Production group; develops and maintains development frameworks, templates, pattern libraries and procedures, for Instructional Digital Media Developers to follow; helps build team capabilities;
- Devises frameworks, templates and procedures to support adoption by non-technical CEL groups (OLC), and online course authors/instructors across the university, providing rollout planning, guidance, and training the trainers;
- Establishes best practice guidelines regarding interaction design (with Senior Production Manager);
- Develops and deploys pilot solutions using emerging development technologies/methods in specific UW online courses/modules, as identified by the Senior Production Manager, in so doing, providing documented exemplars of their implementation and opportunities for continued evaluation;
- Core contributor in the development of CEL production standards and procedures;
- Interprets related industry trends and technologies – including those addressing web accessibility (AODA) and user experience – and contributes to establishing appropriate design and development strategies;
- Encourages and models standards-based development practices; periodically reviews course development project proposals and prototypes to ensure that their execution is aligned with CEL technical and creative standards;
- Collaborates with other CEL managers/staff as needed (e.g., Learning Design Manager, Course Production Group Managers, Online Learning Project Managers, OLCs, Technical Support etc.)
- Collaborates with vendors and software providers to support adoption, system integration and rollout;

<ul style="list-style-type: none"> • May be required to contribute to the dissemination of CEL’s production practices to groups within the University and beyond.
<p>Specialized Course Development</p> <ul style="list-style-type: none"> • Develops custom solutions for specialized course development projects that fall outside of the normal scope and capabilities of CEL Instructional Digital Media Developers, using a broad range of web technologies.
<p>Cross-Functional Development</p> <ul style="list-style-type: none"> • Contributes to a wide range of CEL projects, primarily under the umbrella of course development, but also at times in collaboration with the CEL Systems group, non-course design and development activities, ranging from small-scale internal applications to campus-wide solutions; • Takes a principal role in these cross-functional development projects providing expert user-interface (UI) and user-experience (UX) design guidance; technology assessment, integration activities, as well as custom report design and generation. Where applicable, the Associate Director, Systems provides project direction alongside that of the Senior Production Manager; • Works with Systems team members as needed to gather requirements, design, plan, develop, and deploy projects with an interaction design component, as determined by the Associate Director, Systems and Senior Production Manager; • Responsible for: rapid-prototyping, website and web application design and development, tool and framework development, providing UI/UX consulting and guidance for new and existing systems development, mobile development, as well as extending and integrating with the LMS and the technologies that support the LMS.

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

<p>Education</p> <ul style="list-style-type: none"> • Degree or Diploma in digital media design/development, interaction design, or related field, or equivalent education and extensive experience.
<p>Experience</p> <ul style="list-style-type: none"> • Minimum 3 years of progressive experience in web development and digital media design for the purposes of developing/delivering online courses/courseware; • Minimum 2 years of experience providing leadership and functional direction to Developers in the implementation of frameworks, templates, procedures, standards and related functions • Project management experience, leading course or educationally-related development projects in a higher education setting an asset; • Experience developing using a variety of web technologies including but not limited to: HTML, JavaScript, CSS, JSON, XML, PHP, RESTful API, and database technology; • Experience with systems that support development and delivery of educational technology such as WordPress, Drupal, Desire2Learn, SharePoint, Version control, emulators; • Experience with the Software Development Lifecycle;
<p>Knowledge/Skills/Abilities</p> <ul style="list-style-type: none"> • Demonstrated leadership abilities; experience leading of change initiatives and teams of creatives, experience planning, leading and implementing systems or process changes; • Critical, creative and strategic thinking capability, with continuous improvement mindset; • Advanced knowledge of an extensive range of digital media authoring tools and production techniques;

- Passion for web technologies and superior understanding of current technology landscape and issues; early adopter of leading-edge technologies;
- Expert technical and creative design skills and insights, leveraging extensive experience and industry knowledge in both disciplines;
- Very strong overall project management and planning skills, along with knowledge of related software tools;
- Superior knowledge of wide range of digital media production practices for teaching and learning;
- Superior knowledge of user experience (UX) design; familiarity with instructional design for online learning, and universal design;
- Outstanding interpersonal relationship building and employee coaching/development skills;
- Excellent communication skills and demonstrated ability to work as part of a team;
- Ability to provide direction to skilled and creative staff;
- A keen ability to problem solve and creatively identify effective and efficient solutions in complex systems and processes;
- Sensitivity to the challenges of working with various stakeholders in an institutional setting.
- Superior verbal and written communication skills; Ability to communicate technical concepts to both technical and non-technical audiences;
- Superior organization skills, time management;
- Demonstrated superior work ethic, initiative, ability to work independently with occasional direction;
- Dependability, discretion, a responsible attitude.

Nature and Scope

- **Contacts:** Internal staff, group managers, senior management; CEL clients (UW faculty and external); IST technology partners (e.g., security, account management, integration, deployment, support); external representatives (e.g., leaders from similar units, publishers, vendors, technology partners).
- **Level of Responsibility:** Leads defined projects specific to CEL interactive digital media /content delivery; Performs specialized work with minimal supervision; Recommends solutions to CEL senior management, to help guide the continuous improvement and evolution of CEL's course development practices; CEL's most senior technical and creative digital media designer/developer and foremost point of expertise and leadership with regards to interaction design.
- **Decision-Making Authority:** Responsible for developing recommendations for review by the Senior Production Manager, to ensure that CEL authoring systems are delivering maximum effectiveness and assigned projects are delivered on time and within scope. Dealing with urgent project problems involving continuous service to clients in pilot systems independent of management approval, such as critical troubleshooting with vendor, direct communication with user base, determining viability and impacts of service feature uptime/downtime.
- **Physical and Sensory Demands:** Requires high attention to detail and must handle distractions, changing priorities and interruptions, while meeting required deadlines.
- **Working Environment:** Mostly office-based; cubicle environment; frequent distractions.