

[ABOUT LOUGHBOROUGH UNIVERSITY](#)

[CENTRE FOR ACADEMIC PRACTICE](#)

TECHNOLOGY-ENHANCED LEARNING OFFICER

REQ16052

JANUARY 2016

JOB DESCRIPTION

JOB GRADE: Management and Specialist Grade 6

REPORTING TO: Assistant Director (Technology-enhanced Learning), Centre for Academic Practice

Job Purpose and Rationale:

To provide specialist support to academic staff, and others with a teaching-related remit, in the development and deployment of learning technologies within their practice; to promote the effective, efficient and appropriate use of technology-enhanced learning across all relevant areas of School operations; and to contribute to broader technology-enhanced learning activities within the Centre for Academic Practice.

Each Technology-Enhanced Learning Technology Officer is a key contact for a number of designated Schools, forming a key focus for their work, and the roles work across Schools and the wider University as necessary for the effective delivery of the University's strategic initiatives and projects.

Job Description:

1. Support the Assistant Director (Technology-Enhanced Learning) in promoting and embedding the University's strategic direction in relation to technology-enhanced learning and the implementation of this at School/University level.
2. Support and advise academic staff (and others with a teaching-related remit) on the development and delivery of technology-enhanced learning resources, including meeting relevant School policies relating to technology-enhanced learning and using the facilities/activities provided by the full range of centrally supported learning technologies, especially our Virtual Learning Environment (VLE).
3. Work with School/programme/module teams to identify requirements based on pedagogic need and to recommend and support the uptake of new/improved technologies or resources to meet these needs and enhance specific curriculum areas.
4. Disseminate within Schools, and through University-wide activities, effective practice related to the use of learning technologies, innovative practice and the transfer of re-usable resources.

5. Promote and support the use/application of learning technologies within the University and wider HE community through the production of online and paper-based resources, and the design and delivery of presentations, workshops and other professional development activities.
6. Engage with all areas of the University as appropriate to specify and produce innovative learning and teaching material for flexible delivery, with the particular aim of enhancing efficiency and effectiveness.
7. Monitor and evaluate the use of learning technologies, particularly our VLE, within Schools, producing and disseminating School/University-level reports as requested, and providing appropriate follow-up support to individual academic staff.
8. Foster effective working relationships with key stakeholders in Schools and across the University, and contribute to relevant School/University-level groups and networks as agreed with the Director of the Centre for Academic Practice and the Assistant Director (Technology-Enhanced Learning).
9. Support University strategic projects and initiatives, including the gathering of user requirements, development of project proposals and the piloting, evaluation, scale-up and implementation of approved projects.
10. Contribute to the broader work of the Centre for Academic Practice by leading/contributing to initiatives, enhancing the use of learning technologies within Centre for Academic Practice provision (notably the Postgraduate Certificate in Academic Practice) and developing new online resources.
11. Work with colleagues in other professional services to assist staff and students in their use of learning technologies and online resources.
12. Seek to keep abreast of new and upcoming learning technologies with particular attention to their pedagogical potential and impact.
13. Undertake any other duties commensurate with the nature and grade of the post which may reasonably be required by the Director of the Centre for Academic Practice and the Assistant Director (Technology-Enhanced Learning).

Special conditions/points to note

The post holder may sometimes be required to work outside of normal working hours.

The purpose of this job description is to indicate the general level of duties and responsibilities of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Other

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

The University is committed to enabling staff to maintain a health work-home balance and has a number of family-friendly policies which are available at: <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>
We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/>). In addition, the University is supportive, wherever possible, of flexible working arrangements.

We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

CENTRE FOR ACADEMIC PRACTICE

PERSON SPECIFICATION

Job title: Technology-Enhanced Learning Officer

Job Grade: Management and Specialist Grade 6

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Experience of working in the field of technology-enhanced learning (1,3) • Experience of supporting academics/others with use of technology-enhanced learning (1,3) • Experience of supporting the use of a Virtual Learning Environment (VLE) (1,3) • Experience of creating training materials and educational resources(1,3) • Experience of designing and delivering training workshops(1,3) • Experience of working with academic staff to understand their needs, and identify and gather requirements(1,3) 	<ul style="list-style-type: none"> • Experience of working in Higher Education (1,3) • Experience of online learning and producing online assessments (1,3) • Experience of contributing to developments/innovations in teaching, along with review and evaluation activities (1,3) • Experience of sharing good practice within and across subject areas (1,3)
General Skills, Abilities and Knowledge	<ul style="list-style-type: none"> • Good understanding of the use of a broad range of technology-enhanced learning tools, for example VLEs, plagiarism-detection software, online marking tools, online assessment tools, lecture capture, screen capture, classroom technologies (both physical and virtual),etc.(1,2,3) • Knowledge of pedagogically-sound uses of technology-enhanced learning within Higher/Further Education and how these can support the enhancement of the student experience (1,2,3) 	<ul style="list-style-type: none"> • Knowledge of the Higher Education sector in general (1,3) • Ability to use the Moodle VLE platform (1.3) • Ability to design and deliver online learning resources (1.3) • Ability to produce, edit and deliver video/ animation/ audio content (1,3)

	<ul style="list-style-type: none"> • Ability to identify opportunities to enhance teaching and learning practice through the use of technology (1,2,3) • Excellent oral communication skills, in particular the ability to explain technical systems/issues to non-technical colleagues (1,2,3) • Strong interpersonal skills with an ability to enthuse others (2,3) • Ability to engage effectively with colleagues who carry different levels of responsibility (1,3) • Very strong general IT skills (1) • Strong written communication skills (1) • Effective presentational skills (1,3) • Ability to design and deliver professional development workshops (1,3) • Ability to work effectively within multidisciplinary teams (1,3) • Ability to prioritise and manage workload on a day-to-day basis ensuring agreed schedules and deadlines are met, balancing project work and routine duties (1,3) 	
Training	<ul style="list-style-type: none"> • Commitment to your own continuing professional development, in particular staying abreast of pedagogically-sound uses of technology to support the student education experience (1,3) 	
Education	<ul style="list-style-type: none"> • A relevant degree (1) 	<ul style="list-style-type: none"> • A relevant postgraduate degree (1)

		<ul style="list-style-type: none"> • Hold/working toward a teaching/training qualification and/or recognition as Fellow/Associate of the Higher Education Academy (1)
Other	<ul style="list-style-type: none"> • Commitment to observing the University's Equal Opportunities policy at all times (3) 	

Stages in assessment: 1: application form at shortlisting, 2: selection test, 3: interview.

Conditions of Service

The appointment will be on a full time and open-ended contract. Salary is Management and Specialist Grade 6, £28,982 to £ 37,768 per annum, starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Academic and Related staff, details of which can be found at: <http://www.lboro.ac.uk/services/hr/a-z/>.

Informal Enquiries

Informal enquiries should be made to Dr Sarah Williamson, Assistant Director (Technology-enhanced Learning) of the Centre for Academic Practice, by email at: s.l.williamson@lboro.ac.uk or by telephone on +44 (0)1509 222405.

Application

The closing date for receipt of applications is **Friday 4 March 2016**.

Interviews will be held on Friday 18 March 2016.