Technology-Enhanced Learning Officer
Job Ref: REQ190266

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Job Description

Job Grade: Management and Specialist Grade 6

Job Purpose

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 and Professional Services 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 or Professional Services, 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.

Further information regarding the Centre for Academic Practice can be found on their website - www.lboro.ac.uk/services/cap

Job Duties

- Support the Assistant Director (Technology-Enhanced Learning) and Senior Technology-Enhanced Learning Officer in promoting and embedding the University's strategic direction in relation to technology-enhanced learning and the implementation of this at School/University-level.

- 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 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).

- Work with School/programme/module and other 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.

- Disseminate within Schools/Professional Services and through University-wide activities, effective practice related to the use of learning technologies, innovative practice and the transfer of re-usable resources.

- 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.

- 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.

- Evaluate the use of learning technologies across the University, producing and disseminating School/University-level reports as requested, and providing appropriate follow-up support to individual academic staff.

- Foster effective working relationships with key stakeholders in Schools/Professional Services and across the University and contribute to relevant groups and networks as agreed with the Senior Technology-Enhanced Learning Officer.

- 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.

- 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 our HEA accredited taught courses) and developing new online resources.

- Seek to keep abreast of new and upcoming learning technologies with particular attention to their pedagogical potential and impact.

- Undertake any other duties commensurate with the nature and grade of the post which may reasonably be required by the Assistant Director (Technology-Enhanced Learning) and Senior Technology-Enhanced Learning Officer.

Points To Note

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

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

Special Conditions

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.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reports to the Senior Technology-Enhanced Learning Officer.

Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

1 – Application
2 – Test/Assessment Centre/Presentation
3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Experience of working in the field of technology-enhanced learning in Higher Education	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) and its wide range of features and functionality	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
Skills and abilities	Good understanding of the use of a broad range of technology-enhanced learning tools, including VLEs, plagiarism-detection software, online marking tools, online assessment tools, lecture capture, screen capture, classroom technologies (both physical and virtual), etc.	1, 3
	Knowledge of pedagogically-sound uses of the broad range of technology-enhanced learning tools within Higher/Further Education and how these can support the enhancement of the student experience	1, 3
	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	1, 2, 3
	Ability to engage effectively with colleagues who carry different levels of responsibility	1, 2, 3
	Very strong general IT skills	1, 2, 3
	Strong written communication skills	1, 2, 3
	Effective presentational skills	1, 3
	Ability to design and deliver professional development workshops	1, 3

	Ability to work effectively within multidisciplinary teams and in collaboration with others	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
	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
Qualifications	A relevant degree or equivalent experience	1
	Commitment to observing the University's Equal Opportunities policy at all times	3

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of online learning	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
Skills and abilities	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
Qualifications	A relevant postgraduate degree	1
	Hold/working toward a teaching/training qualification and/or recognition as Fellow/Associate of the Higher Education Academy	1

Conditions of Service

The position is full time and open-ended. Salary will be on Management and Specialist Grade 6, £30,395 to £39,609 per annum, depending upon previous qualifications and experience.

The appointment will be subject to the University's Terms and Conditions of Employment for Staff Grades 6 and above, details of which can be found here.

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which can be found here.

The University offers a wide range of employee benefits which can be found here.

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/childcare-information---page.html

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/

Informal Enquiries

Informal enquiries should be made to Lee Barnett, Senior Technology-Enhanced Learning Officer, by email at L.Barnett@lboro.ac.uk or by telephone on 01509 227468.

Applications

The closing date for receipt of applications is **Monday 15th April 2019.**

Interviews will be held on **Tuesday 7th May 2019.**