Wolfson School of Mechanical,
Electrical and Manufacturing Engineering

Loughborough University

E-Learning Technology Specialist
REQ190720

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

School/Department summary

The Wolfson School Mechanical Electrical and Manufacturing Engineering has been at the forefront of Loughborough University's e-learning activities for many years. In addition to our highly successful fully online distance learning MSc in Renewable Energy Systems Technology, there has been an increase in the uptake and effective use of e-learning tools by our academics and other staff. To further the expansion of our e-learning engagement and activities we are seeking an enthusiastic and motivated individual to work within a team where innovation and creativity are actively encouraged.

The successful candidate will be required to carry out innovative research and development activities in the effective use of multimedia technology in education and its implementation and impact on the future of higher education.

This will provide the candidate with the opportunity to lead challenging research and development activities, initiate collaborations, and to share their outcomes and impact at UK and international conferences.

Job Description

Job Grade
Specialist and Supporting Academic (Research) Grade 6

Job Purpose

The principal purpose of this role is to support the school in its ambitious e-learning strategy through research and development into current, emerging and future pedagogical eLearning techniques and tools.

Job Duties

Pedagogical eLearning Research

- Conduct qualitative and technological research in the use of technology in e-learning.
- Identify and advise on new opportunities in technical development and funding in the e-learning pedagogical landscape.
- Lead the research and development of specific aspects of the School's on-line learning provision.
- Collaborate with colleagues and external bodies in facilitating activities to promote the awareness of our e-learning provision.

- Write up academic papers and case studies in e-learning implementation and advancement for publication in high quality journals.
- Share outcomes and impact of research and development activities with stakeholders and external partners.

Development in e-learning teaching

1. Assist in the expansion of our Level 7 flexible course provision e.g. online distance learning, blended, CPD, Apprenticeships
2. In conjunction with subject-matter experts, facilitate the creation of appropriate course resources using a range of media.
3. Facilitate e-learning on-site training and support to all staff and enable speedy and easy access to problem solving.
4. Manage workload on a day-to-day basis to ensure agreed schedules, budgets and time scales are met.
5. Engage in training programmes in the University (or elsewhere) that are consistent with the needs of the role.

Undertake other duties as may be reasonably requested and that are commensurate with the nature and grade of the post.

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.

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 Flexible and Distance Learning Manager.

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
Education / Qualifications	Postgraduate Degree or equivalent in a relevant area.	1,3
Experience	A minimum of 3 years' experience in relevant roles.	1,3
	Experience in design and development of e-Learning material and creation of engaging e-Learning experiences to brief and within budget.	1,2,3
	Expert knowledge of the Moodle VLE (virtual learning environment)	1,3
	Knowledge of developments in e-learning pedagogy and willingness to keep up to date	1,2, 3
	A good understanding of the full life-cycle of developing e-learning materials and resources.	1,3
	Experience in the design and build of engaging digital products such as e-learning, blended, games, animated videos and resources.	1,3
Skills and abilities	Ability to design a range of learning resources using various media.	1,3
	Excellent written and oral communication skills	1,2,3
	Ability to work as part of a team	1,3
	Able to plan, prioritise and work independently.	1,3
	Excellent interpersonal, and organisational skills	
	Ability to exercise initiative and be proactive in the development of this role	1,3
	Willingness to undertake appropriate further training and to adopt new procedures as and when required	1,3

Desirable Criteria

Area	Criteria	Stage
Education / Qualifications	Working towards or has already attained HEA recognition in academic practice within the UK Professional Standards Framework for teaching and supporting learning in Higher Education.	1,3
Experience	Development of web applications and services	1,3
	Working within an engineering environment.	1,3
	Responsible for the maintenance, quality and consistency of online resources to enhance the student learning experience.	1,3
	Experience of liaising with academics to advise on the best online solution for their e-learning practices.	1,3

	Working knowledge of learning technologies such as online conferencing tools, video production and animations	1,3
	Working knowledge of e-learning development tools (e.g. Moodle, Articulate Storyline, Captivate), multimedia production tools (e.g. Premier, Photoshop, Audacity, other interactive SCROM complaint packages	1,3
	Authoring original work for academic journal papers, conference papers or technical reports	1.3
	Experience of undertaking postgraduate research in e-learning or digital technology.	1,3
Skills and abilities	Data gathering and analysis using a variety of methods.	1,3
	Database design (including content management systems).	1,3
Other	Willingness to travel and stay away from home e.g. to conferences'	3

Conditions of Service

The position is **full time** and **fixed term** for three years. Salary will be on Specialist and Supporting Academic Grade 6, (£30,395 to £39,609 per annum), at a 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 Grade 6 and above staff, 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 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/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/

Applications

The closing date for receipt of applications is 9 September 2019. Interviews will be held w/c 16 September 2019.