

POST DESCRIPTION AND PERSON SPECIFICATION

POST	Learning Technologist (Temporary)
SALARY	£24,477 - £27,184 per annum (pro rata as appropriate)
HOURS OF DUTY	14 Hours per Week (Monday/Tuesday)
LOCATION	Across all College sites
REPORTING TO	Learning Technologies Manager
RESPONSIBLE FOR	N/A

KEY CHALLENGES

1. Contribute to the planning, delivery, evaluation, development and promotion of dynamic and customer focused Learning Technologies services.
2. Administer and support the College VLE and related systems.
3. Contribute to the development of an integrated learning and information environment by participation in cross-College project teams and effective liaison with ICT.
4. Maintain professional knowledge of new developments in Learning Technologies and work with senior staff to implement new features and services.
5. Trial and assess new technologies as required to stay abreast of dynamic developments, and research and evaluate technologies and applications against agreed criteria.
6. Maintain a subject and/or technical specialism as directed by the Learning Technologies Manager e.g. web development and design, video production, the use of HTML, multimedia and graphics packages and/or Web 2.0 technologies.

KEY RESPONSIBILITIES

1. Support staff in the production of learning materials and in their use of technology.
2. Liaise with academic Schools, develop subject and/or technical specialisms and provide a single, specialist point of contact for academic staff.
3. Administer and support the College VLE and related systems and tools.
4. Develop and deliver training to staff and students and participate in promotional events.
5. Develop and manage small scale projects to pilot new resources and technologies.
6. Promote accessibility, equality and legal compliance within all College resources.
7. Liaise with academic Schools, develop subject specialisms and provide a single, specialist point of contact for academic staff.
8. Develop online, multimedia and printed training materials.

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KEY ROLES

1. Participate in workshop activity and cross-College events to maximise uptake of Learning Technologies resources and services.
2. Contribute to income generating activities which fit with the strategic direction of Libraries and Learning Technologies.
3. Support academic staff in their production of learning materials to improve the quality of materials and the learning experience.
4. Contribute to continuous quality improvement/self evaluation.
5. Assist in the management of change processes brought about by merger or other developments.
6. Contribute to appropriate team meetings to enhance co-operative working relationships and continuing development of Library and Learning Technologies and promote continuous quality improvement.
7. Investigate, evaluate and champion new technologies and applications.
8. Contribute to cross-College initiatives relating to delivery of learning content and resources.
9. Report on the use of Library and learning resources and make recommendations for improvements to the service.
10. Assist in the promotion of good content and file management, encouraging sharing, re-usage and collaboration.
11. Liaise with ICT support staff and curriculum leaders and develop effective partnerships with internal and external College stakeholders.

GENERAL

1. Implement College policies, particularly those relating to equality and diversity.
2. To implement Health and Safety and security measures in accordance with statutory and College requirements.
3. Be a role model supporting College values and corporate management.
4. Actively develop his/herself through staff development and training activities and to review their own performance.
5. Undertake any other duties consistent with the key responsibilities and duties of the post, as directed.

Every Post Description will be subject to review;

1. **Within six months of appointment**
2. **Thereafter, on an annual basis**
3. **As a result of agreed staff development / personal development needs**
4. **As a result of team / operational requirements or strategy changes.**

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This job description sets out the principal responsibilities of the post at the time it was compiled. Such duties may vary from time to time without changing the general character of the duties or the level of the responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

MANAGER SIGNATURE	
DATE COMPILED	
EXECUTIVE AUTHORISATION	

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PERSON SPECIFICATION

JOB TITLE	FACULTY/ SECTION
LEARNING TECHNOLOGIST	LIBRARIES & LEARNING TECHNOLOGIES

FACTOR	ESSENTIAL	DESIRABLE	Means of Assessment
Qualifications and Training	Relevant degree/HND/HNC or equivalent level qualification and/or relevant demonstrable experience.		<ul style="list-style-type: none"> • Application • Interview • Reference • Career Review
	Evidence of continuous professional development.		<ul style="list-style-type: none"> • Application • Interview • Reference • Career Review
		Training or teaching qualification.	<ul style="list-style-type: none"> • Application • Interview • Reference • Career Review
	Web development skills.		<ul style="list-style-type: none"> • Application • Interview • Reference • Career Review
Occupational Experience	Ability to develop and deliver training sessions and training materials.		<ul style="list-style-type: none"> • Application • Interview • Reference • Career Review
	Knowledge and understanding of the creation of pedagogically sound and accessible learning materials.		<ul style="list-style-type: none"> • Application • Interview • Reference • Career Review
	Ability to explain technical issues to non-technical audiences.		<ul style="list-style-type: none"> • Application • Interview • Reference • Career Review
	Experience of learning technologies project work.		<ul style="list-style-type: none"> • Application • Interview • Reference

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FACTOR	ESSENTIAL	DESIRABLE	Means of Assessment
	Experience of the development of learning technology applications and tools.		<ul style="list-style-type: none"> • Application • Interview • Reference • Career Review
	Working knowledge of accessibility standards, DDA and copyright law.		<ul style="list-style-type: none"> • Application • Interview • Reference • Career Review
		Experience of teaching and/or supporting teaching staff and students.	<ul style="list-style-type: none"> • Application • Interview • Reference • Career Review
		Project management experience.	<ul style="list-style-type: none"> • Application • Interview • Reference • Career Review
		Previous experience working in an academic environment.	<ul style="list-style-type: none"> • Application • Interview • Reference • Career Review
		Experience of managing the development of open source applications.	<ul style="list-style-type: none"> • Application • Interview • Reference • Career Review
Personal qualities and competencies	Good communication, liaison and networking skills.		<ul style="list-style-type: none"> • Application • Interview • Reference • Career Review
	Client focused with ability to adjust customer care to meet diverse client needs and cultural respect.		<ul style="list-style-type: none"> • Application • Interview • Reference • Career Review
	The ability and determination to promote equality and		<ul style="list-style-type: none"> • Application • Interview • Reference

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FACTOR	ESSENTIAL	DESIRABLE	Means of Assessment
	diversity throughout all aspects of College life, including employment and service delivery.		<ul style="list-style-type: none"> • Career Review
	Good written and verbal communication skills.		<ul style="list-style-type: none"> • Application • Interview • Reference • Career Review
	Ability to manage conflicting priorities and meet deadlines to the satisfaction of all parties.		<ul style="list-style-type: none"> • Application • Interview • Reference • Career Review
	Employ problem solving strategies to optimise service provision.		<ul style="list-style-type: none"> • Application • Interview • Reference • Career Review
	Excellent planning and organisational skills.		<ul style="list-style-type: none"> • Application • Interview • Reference • Career Review
	Flexible and adaptable approach to work.		<ul style="list-style-type: none"> • Application • Interview • Reference • Career Review
		Team working skills.	<ul style="list-style-type: none"> • Application • Interview • Reference • Career Review

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