



Job Title: Assistant Learning Technologist
Grade: 6
Salary: £28,756 to £33,309 per annum
Department: Student and Academic Services
Hours/Contract: Full-time permanent
Job Family: Management and Administration
Reference: 3602

Role Purpose

- To provide advice and support in the use of learning technologies and digital tools, including the creation and delivery of training to academic staff;
- To lead on the creation of digital learning objects and resources, under the direction of the Digital and Learning Innovation Manager, ensuring accessibility and inclusivity in design and deployment.
- To be an advocate for the appropriate use of learning technologies to support the design of inclusive programmes that meet the expectations and needs of our diverse student body, assisting Learning Technologist in providing practical advice and guidance on best practice in digital education

Main Duties and Responsibilities	% Time
<p>1. Service delivery:</p> <p>To provide advice and guidance to academic staff in the effective creation and use of learning technologies. This includes:</p> <ul style="list-style-type: none"> • Designing and delivering 1-2-1 and group training on the use of key digital tools and learning technologies that form part of our institutional digital learning environment. This includes virtual learning environments, digital assessment tools and lecture capture technologies • Support the delivery of a responsive virtual enquiry service, acting as first-line support and referring more complex enquiries to Learning Technologists and specialist teams • Support the creation, publication and maintenance of print and digital user-friendly training support materials in the effective use of digital tools and technologies for delivering curricula and assessing student learning 	40
<p>Lead on content production of digital learning objectives (generic and module/programme specific). This includes:</p> <ul style="list-style-type: none"> • Close liaison with Learning Technologists and academic staff to understand their needs and offer advice and support to reach agreed solutions • Developing digital content for programmes and modules, working with programme and module teams to ensure they have the skills to adapt, maintain and repurpose resources to ensure sustainability and delivery at scale. • Developing digital content for University MOOCs, liaising with programme teams and our platform provider and partner (currently FutureLearn) 	40





<ul style="list-style-type: none"> • Developing digital learning packages to support staff and student skills development • Provide advice and guidance on the accessibility and inclusivity of digital learning objectives. • Supporting the delivery of projects, sometimes leading particular streams of work under the direction of their line manager. 	
<p>Maintain the Education Services own webpages and learning resources.</p>	10
<p>2. Performance management</p>	5
<p>Support the ongoing development and evaluation of the University’s digital learning environment. This includes:</p> <ul style="list-style-type: none"> • Testing and evaluating existing, new and emerging technologies and digital tools, providing summary finding reports to Learning Technologists and senior managers • Collecting and collating usage and performance data of our digital learning environment • Lead on the collation of management information – usage, engagement and financial information related to our MOOCs • Acting as an advocate for digital education and the development of inclusive pedagogic and digital practices to support our curricula 	
<p>3. Professional development</p>	5
<p>To maintain a good awareness of developments in the HE sector, with particular reference to digital. This includes:</p> <ul style="list-style-type: none"> • Developing and maintaining a network of contacts, internally and externally related to learning technologies and digital education practices • Undertaking professional reading, attending courses and conferences, sharing learning with colleagues 	

Internal and External Relationships

<p>Internal</p> <ul style="list-style-type: none"> • Members of Education Services • Members of other professional services, including Estates and Digital Services, and External Relations • Module and programme teams <p>External</p> <ul style="list-style-type: none"> • Learning technology teams at other institutions • Relevant professional groups such as Association for Learning Technology (ALT)





- Suppliers and external contractors e.g. FutureLearn

Planning and Organising

The post holder is expected to plan and prioritise their work daily, weekly and over months, in discussion with their line manager.

The post holder will contribute to the development of team and service plans, and support the development of policy and its implementation

The post holder will contribute and support projects, sometimes leading particular work streams under the direction of their line managers

Qualifications, Knowledge and Experience

Essential

- A first degree or equivalent **OR** considerable vocational experience, acquired through job-related training and considerable on-the-job experience*
- Comprehensive knowledge of the key digital support needs of academic staff
- Working knowledge of key tools in a digital learning environment such as virtual learning environments and lecture capture technologies*
- Understanding of how digital can enhance the delivery of curricula and the student learning experience
- Designing, delivering and evaluating training (face-to-face and online)*
- Authoring training materials that are user-friendly and accessible
- Creating digital learning objectives
- Using virtual learning environments and digital technologies such as lecture capture*
- Web editing and writing for the web*

Desirable

- Associate Fellowship of the HEA*

Skills, Abilities and Competencies

Essential

- Excellent IT and digital literacy skills
- Good communication, presentation and interpersonal skills
- Good planning, organisation and problem-solving skills
- Good customer service skills, with ability to prioritise tasks in a fast-paced environment
- Work independently, with minimum supervision
- Work to deadlines, prioritising workload and tasks as required
- Apply judgement to situations, understanding when to refer to more senior colleagues
- Enthusiasm for improving the student learning experience
- Effective project and team member
- Identifies opportunities to support and enhance our digital learning environment and how we use it

***Criteria to be used in shortlisting candidates for interview**





Criminal Declaration

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

VITAL

The University encourages all staff to live our [VITAL values](#) which are:

Valuing People, Innovators, Together, Accountable, Leaders.

Equality and Diversity

We believe that equality, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equality, diversity and inclusion.

