Aston University

Candidate Brief

Learning Technologist

Reference: R180564

Salary: Grade 7, £26,243 to £31,302 per annum

Contract Type: Continuing

Basis: Full Time

Closing Date: 23.59 hours GMT on Sunday 20 January 2019

Interview Date: To be confirmed

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Athena SWAN Member

Job description

Job Purpose:

Based within the Academic Practice Team, in the Centre for Learning Innovation and Professional Practice (CLIPP), and reporting to the Technology-Enhanced Learning Manager, the Learning Technologist is a key support contact for the Schools. The role further supports the Technology-Enhanced Learning team to embed TEL into teaching practice, learning, curriculum development and assessment practice to improve the student experience and learning outcomes. As Learning Technologist you will contribute to the successful implementation of the University's Digital Learning Strategy and Digital Capabilities agenda and provide TEL support within the School.

The role requires a creative, dynamic and innovative approach to problem-solving and the ability to make decisions and understand the limits of responsibility as well as use your own initiative, be proactive and contribute effectively as part of a team.

You will need solid knowledge of the full range of learning technologies and you will be interested in new software and committed to your own professional development. You will be able to provide software training and support on a one-to-one basis or for small or large groups. You will also be able to produce high quality written and video-based materials using a range of methods. Further activities include planning and organising resources, liaison and networking, service delivery and implementation, and direct support for the use of software tools for teaching and research. It is anticipated that the post holder will have to provide occasional out of hours support.

The purpose of this role is to:
- ▶ provide first-line specialist support to academic and professional services staff in the development and deployment of learning technologies within their practice and to students as appropriate across all relevant areas of the School;
- ▶ prepare, develop, organise, promote, deliver and evaluate a range of face-to-face training, drop-in sessions, and written, video-based, and online training and support materials for academic and professional services staff and students as appropriate;
- ▶ promote communication and engagement activities across the School's to support the effective, efficient and appropriate use of technology-enhanced learning, and;
- ▶ contribute to broader technology-enhanced learning initiatives and projects, and support TEL colleagues within the Centre for Learning Innovation and Professional Practice and across the University as appropriate.

Main Duties/Responsibilities:
- ▶ Respond to training enquiries and support requests from staff and students, ensuring they are dealt with in timely fashion, and escalating complex issues to other TEL colleagues as appropriate.
- ▶ To provide first line advice, guidance and support to academic staff and teaching assistants delivering undergraduate and postgraduate degrees on campus or by distance learning.
- ▶ Take responsibility for supporting a smooth delivery of the learning experience to students, including occasional out-of-hours support for online tutorials.
- ▶ To be available to provide learning technology cover on a reciprocal basis for colleagues in CLIPP as required.
- ▶ To work with academic staff to create effective learning resources to support campus, online and flexible forms of learning.
- ▶ Advise on how to translate materials developed for a face-to-face teaching into materials for online learning.
- ▶ To contribute to the production of web-based materials that support curriculum design activity.

- ► Support programme development and/or innovation within Aston's quality guidelines.
- ► Provide design and production support to the creation of new modules and re-run of existing modules, liasing specifically with the relevant Associate Dean to plan and monitor development and progress.
- ► Take a leading role in developing and promoting Technology-Enhanced learning strategy and activities within the Schools and the wider University.
- ► Participate in building 'communities' and 'champions' of best of practice in technology-enhanced learning across the Schools and engage with relevant communities and communication channels to gather feedback and requirements around the current and future needs of staff and students.
- ► Produce clear and concise communications for use on mailing lists, social media, web pages, apps, the VLE or any other suitable content delivery platform for informing a variety of groups of staff and students across the Schools. Be a point of contact for follow-on enquiries generated by these communications.
- ► Provide one-to-one and small and large group training and support, drop-in sessions, and written, video-based, and online training and support materials for academic and administrative staff and / or students from across the Schools on how to use specific technologies. Design and deliver workshops/training sessions/CPD as required to staff or students in relation to systems and software to support teaching, learning and research.
- ► Provide regular reports, metrics and commentary on training and engagement activities to management.
- ► Review the impact of TEL training and support, identify common issues and problems that users have, and develop enhancements to training and support to address these.
- ► Review the impact of TEL on the student experience, and present ideas to key colleagues who will be involved in the development of enhancements to improve the student experience.
- ► Promote TEL and the work of CLIPP positively across the University.
- ► Develop and promote good practice in the integration of technology within Aston's curriculum design and quality principles both within and outside of the School.
- ► Actively build personal knowledge of current and emerging learning technologies.

Additional responsibilities

- ► Undertake any other duties as required by the TEL Manager or Academic Director for TEL that are commensurate with the grade.

- ► To lead as required on small projects linked to teaching or identified parts of a larger project within ABS and cross University.

- ► To carry out specific citizenship and administrative roles and functions, including chairing meetings and committees, as may be reasonably required.

- ► Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.

- ► Ensure and promote the personal health, safety and wellbeing of staff and students.

- ► Carry out duties in a way which promotes fairness in all matters and which engenders trust.

- ► Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

- ► It is expected that the Learning Technologist will have, or be working towards, CMALT accreditation.

Person specification

	Essential	Method of assessment
Education and qualifications	Educated to degree level or equivalent. English and Mathematics at GCSE grade C or above.	Application form
Experience	Experience of working within Higher Education and knowledge of how universities operate. Recent relevant experience in a similar post. Demonstrable awareness of a range of learning technologies and systems. Giving first line support to students using technology for their learning and research. Providing learning technology support for the use of software tools for teaching, research, and administration. Advising on technologies in setting up new programmes in line with quality approval processes. Designing and delivering workshops/training sessions on technology-enhanced learning, including use of the VLE and support for e-marking and online submission. Operational management of an inbox / helpdesk that supports students and staff in this way on a daily basis. Training and mentoring of less experienced staff. Recent relevant experience in a similar post.	Application form and interview
Aptitude and skills	Working knowledge of a range of software [including for example: MS Office, Panopto, Adobe Presenter, Blackboard, SITS]. Excellent communication and presentation skills. Ability to lead in the delivery of learning support. Flexibility to deal with problems as these are raised by staff and students in relation to the use of learning technology.	Application form and interview

	Essential	Method of assessment
	Co-ordinate own work with that of others to avoid conflict or duplication of effort. Identify needs for developing the content or structure of modules with colleagues and propose how this should be achieved. Respond to pedagogical and practical challenges. Seek ways of improving performance by reflecting on and analysing data. Experience of managing VLE software. Experience of creation of learning objects. Excellent IT skills, including Microsoft Office packages, databases, web and email. Ability to work on own initiative and make rational informed decisions. Well-developed, demonstrable organisational skills. Ability to meet the demands of a heavy workload and prioritise demands in order to meet deadlines. Ability to multitask effectively to a variety of deadlines. Attention to detail. Ability to engage a wide range of stakeholders.	
Other	Take lead responsibility for small projects or identified parts of a large project co-ordinating the work of others.	Application form and interview

	Desirable	Method of assessment
Education and qualifications	CMALT. PGCert for HE. Fellowship of the HEA.	Application form and interview
Experience	Teaching experience of modules with a learning technology component. Previous experience in more specific forms of software to support ABS staff and students.	Application form and interview

	Desirable	Method of assessment
	Knowledge of developments in the HE sector, e.g. TEF, the work of JISC and the HEA, development of learner analytics and the digital capabilities of both staff and students. Knowledge and experience of developments in the Engineering and Applied Science sector. Meeting relevant UK Professional Framework Standards (UKPSF).	
Aptitude and skills	A willingness to learn more complex forms of specialist software as the need arises.	Application form and interview

How to apply

You can apply for this role online via our website www.aston.ac.uk/jobs. Applications should be submitted by 23.59pm on the advertised closing date. All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted. If you require a manual application form then please contact the Recruitment Team via recruitment@aston.ac.uk.

Contact Information

Enquiries about the vacancy:
Name: Kieron Stanley
Job Title: Technology Enhanced Learning Manager
Tel: 0121 204 4879
Email: k.stanley1@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:
Recruitment Team via recruitment@aston.ac.uk or 0121 204 4500.

Additional Information

Visit our website www.aston.ac.uk/hr for full details of our salary scales and benefits Aston University staff enjoy

Salary Scales: http://www.aston.ac.uk/staff/hr/payroll-pensions-and-benefits/salary-scales/

Benefits: http://www.aston.ac.uk/staff/hr/payroll-pensions-and-benefits/

Working in Birmingham: http://www.aston.ac.uk/birmingham/city-living/

Employment of Ex-Offenders: Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

Eligibility to work in the UK: Candidates who are not citizens of the United Kingdom, or another EEA member country, should check their eligibility to enter or remain the UK in advance of making any job application via the UKVI website https://www.gov.uk/browse/visas-immigration/work-visas. Before applying you should ensure that you meet the requirements, including meeting the English language standards. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful

Equal Opportunities: Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form.

Data Protection Act 1998: Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name

Full details of our terms and conditions of service and associated policies and procedures are available online at www.aston.ac.uk/hr