Reference: R210154

Salary: Grade 9 - £41,526 to £49,553 per annum

Contract Type: Continuing

Basis: Full Time (36.5 hours per week)

Closing Date: 23:59 BST on 14 June 2021

Interview Date: TBC

Technology - Enhanced Learning Manager

Candidate brief

Job description

Job Purpose:

The Technology-Enhanced Learning Manager will be responsible and accountable for the operationalisation and evaluation of a range of technology-enhanced learning initiatives introduced as part of Aston's 'Education Strategy.' Working as a member of the Education Department's Senior Management Team, the post holder will be responsible for line managing a team of Learning Technologists and Senior Learning Technologists.

The postholder will be responsible for leading the successful implementation of institutional policies, strategies and initiatives relating to digital learning and the enhancement of digital capabilities. This will involve working closely with academic staff to build and enhance their expertise in the adoption and application of appropriate digital tools and technologies within curricula; developing and implementing a range of appropriate CPD interventions; creating relevant online resources and 'e-tivities,' and building 'communities of practice' in technology-enhanced learning. Horizon-scanning in relation to digital innovations and sector practice is an important part of this role to ensure that Aston remains at the forefront of digital pedagogies.

Managing system ownership of a range of IT systems (e.g. Blackboard Learn, Panopto, Turnitin and MyEngagement learner analytics platform based on Solutionpath's StREAM software) is a key requirement of the post. This requires the postholder to work collaboratively with members of the Digital Services team to ensure that the necessary technical infrastructure exists to support and manage any technology-enhanced learning initiatives, and to operationalise any institutionally approved changes to the VLE or other digital tools and technologies.

The postholder must have a proven track record of leading innovations in technology-enhanced learning in a further or higher education institution (or relevant professional context), together with demonstrable experience of effectively line manage and leading a team. An excellent, up to date knowledge of learning technologies and their application and benefits to learning and teaching in higher education is clearly essential for this role, together with exemplary management, communication, organisational and inter-personal skills.

Main Duties and Responsibilities

- Be responsible and accountable for ensuring the effective operationalisation and evaluation of a range of technology-enhanced learning initiatives introduced as part of Aston's 'Education Strategy.'

- Lead the successful implementation and evaluation of institutional policies, strategies and initiatives relating to digital learning and the enhancement of digital capabilities.

- Take line management responsibility for the Technology-Enhanced Learning (TEL) team and be responsible and accountable for all aspects of their staff development and performance, aligning individual and team objectives against strategic priorities for learning and teaching, and promoting a flexible, collaborative, proactive culture amongst the team.

- Work collaboratively with other members of the Education Department, particularly the Senior Management Team, to support academic staff in building and enhancing their expertise in the adoption and application of appropriate digital tools and technologies to innovate and enhance their curricula and pedagogic approach.

- Lead the development and effective implementation of a range of staff development activities and resources/'e-tivities' designed to build and enhance the digital capabilities and digital pedagogies of academic staff.

- Provide advice and guidance to College teams on the most appropriate, institutionally-supported digital tools, technologies and interventions to meet College needs and priorities for learning and teaching.

- Take responsibility for building 'communities of practice' in technology-enhanced learning.

- Manage system ownership of a range of institutionally-approved IT systems (e.g. Blackboard Learn, Panopto, Turnitin and MyEngagement learner analytics platform based on Solutionpath's StREAM software).

- Take responsibility at an operational level for ensuring through effective liaison with Digital Services that the necessary technical infrastructure exists to support and manage any institutionally-approved technology-enhanced learning initiatives.

- Working in partnership with Digital Services, take responsibility for operationalising any institutionally-approved changes to the VLE and other digital tools and technologies.

- Undertake horizon-scanning and sector benchmarking in the area of technology-enhanced learning, to ensure that the University remains at the forefront of digital pedagogies.

- Contribute to prioritising the department's efforts to make the best use of its resources and contribute to operational planning, budget reports and bid fund applications, as required by the Associate PVC Education or PVC Education.

- Chair and contribute to relevant University Committees and Working Groups as required by the Associate PVC Education or PVC Education.

- Undertake other such duties that may be required from time to time by the University as commensurate with the grade of the post.

Additional responsibilities

- 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.

Person specification

	Essential	Method of assessment
Education and qualifications	A relevant First Degree	Application form
Experience	Significant demonstrable experience of working to support/deliver technology-enhanced learning initiatives which have enhanced and innovated learning, teaching and assessment practice in a further/higher education setting (or relevant professional context) Significant, demonstrable experience of effective leadership and line management Significant demonstrable experience of effectively managing, developing and supporting the use of VLEs and other IT systems, digital tools and technologies designed to support student learning Proven track record of service delivery across an organisation including planning, implementation and on-going evaluation and development of varied initiatives that enable the effective embedding of TEL in curriculum design Experience of evaluating organisational needs in relation to digital provision & staff development, and effectively planning & delivering services and interventions to meet those needs	Application form and interview
Knowledge	The range of digital tools and technologies available in the marketplace to support student learning in higher education, with a good understanding of their applications and limitations	Application form and interview

	Essential	Method of assessment
	Contemporary issues influencing learning and teaching within higher education	
	Pedagogic use of learning technologies	
	Educational issues involved in the support, design and delivery of TEL	
	An understanding of the key challenges facing higher education post-Covid and the implications for the student learning experience.	
Aptitude and skills	Excellent leadership and management skills	
	Excellent written and oral communication skills, with the ability to liaise effectively with staff from different disciplines, at a range of levels, including non-specialist audiences	
	An ability to motivate & inspire individuals, particularly in relation to digital innovations	
	An ability to devise and develop initiatives	
	An ability to work both independently and collaboratively as part of a team	
	An ability to plan, prioritise and effectively multi-task in order to meet deadlines	
	A commitment to continual enhancement and strong customer service skills	
	A willingness to undertake occasional out of hours working as required by business needs	

	Desirable	Method of assessment
Education and qualifications	PhD or other relevant postgraduate degree Membership of relevant professional bodies e.g. ALT	Application form
Experience	Experience of developing frameworks and approaches to support, develop, and enhance the use of digital tools and technologies in learning, teaching and assessment Experience of budget management	Application form and interview

How to apply

You can apply for this role online via our website https://www2.aston.ac.uk/staff-public/hr/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 jobs@aston.ac.uk.

Contact information

Enquiries about the vacancy:
Please direct enquiries to the Pro – Vice Chancellor Education
At the following email address
r.rutter@aston.ac.uk
(Rachel Rutter, Executive PA to the Pro- Vice Chancellor Education)
Phone: 0121 204 4642

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

Additional Information

Visit our website https://www2.aston.ac.uk/staff-public/hr for full details of our salary scales and benefits Aston University staff enjoy

Salary scales: https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index

Benefits: https://www2.aston.ac.uk/staff-public/hr/Benefits-and-Rewards/index

Working in Birmingham: https://www2.aston.ac.uk/birmingham

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:

Post-Brexit transition period / EU Settlement Scheme

The post-Brexit transition period ended on 31 December 2020. If you are an EU/EEA citizen and you were a resident in the UK before 31 December 2020, you and your family members (including non-EU citizens need to apply to the EU Settlement Scheme to continue to live, work and study in the UK beyond 30 June 2021. The deadline for applying to the EU settlement scheme is 30 June 2021. You can apply via the Government webpage https://www.gov.uk/settled-status-eu-citizens-families

Irish Nationals do not need to apply for settlement as they retain the right to work in the UK.

New immigration system for EU/EEA and Swiss Nationals who were not resident in the UK before 31 December 2020

A new immigration system has been introduced for people arriving in the UK from EEA countries with effect from 1 January 2021. In addition to those who have always required a visa, EU citizens moving to the UK to work will need to get a visa in advance. You can find more information on the following website. Candidates should check their eligibility to enter or remain in 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. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful.

If you require a visa to work in the UK the most common types of visa are:

Skilled Worker Visa

https://www.gov.uk/skilled-worker-visa

Global Talent Visa

If you are a leader or potential leader in one of the following fields you may be eligible to apply for a Global Talent Visa:

- Academia or Research
- Arts and Culture
- Digital Technology

Please click the following link for further information and to check your eligibility for this visa.

https://www.gov.uk/global-talent

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 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.

Data Protection: Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at https://www2.aston.ac.uk/data-protection. 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.

Full details of our terms and conditions of service and associated policies and procedures are available online at https://www2.aston.ac.uk/staff-public/hr/policies