



OPPORTUNITY

Learning Technologist

Reference: 0155-23

Grade: 7

Salary: £27,929 to £33,314, per annum, depending on experience

Contract Type: Permanent

Basis: Full Time

Job description

Job Purpose:

Based within the Technology-Enhanced Learning (TEL) team as part of the University's central Education team, the Learning Technologist is a key support contact for the academic Colleges at Aston, both for students and academic staff. The purpose of the role is to drive, promote and embed TEL into teaching practice, learning, curriculum development and assessment practice, contributing to the successful implementation of Aston's new blended approach to learning and teaching and the development of digital capabilities for students and staff. There is also the requirement to contribute as required to some of the maintenance, development and implementation of new learning technology systems and the post holder will report to the Technology-Enhanced Learning (TEL) Manager.

You will have a solid knowledge of a full range of digital tools and technologies appropriate for supporting learning, teaching and assessment in higher education, together with a detailed technical knowledge of key systems. You will be interested in new software and its application in teaching and learning and committed to your own professional development. You will have the ability to work well with a team and build and develop effective working relationships with academic teaching staff. You will be able to provide advice and guidance on the application of digital tools and technologies on both a one-to-one basis or for small or large groups, both in person and via online platforms, and be able to work with support systems in resolving technical queries. You will have strong communication skills and the ability to present technical information to staff and students in a 'user-friendly' way, with the ability to produce high quality information using a range of methods. It is anticipated that the post holder will be required to provide occasional 'out of hours' support.

Main duties and responsibilities

- To provide first line advice, guidance and support in the use and application of digital tools and technologies to academic and professional staff responsible for delivering the University's taught provision.
- To work in partnership with other members of the wider Education team to drive and implement University projects and initiatives designed to enhance and innovate pedagogic practice.
- To deliver one-to-one and group support in the use and application of digital tools and technologies
- To undertake horizon-scanning and recommend new digital tools and technologies which would enhance learning, teaching, assessment and the overall student learning experience at Aston.
- To produce online resources for staff and students relating to the technology-enhanced learning area.

- To support colleagues in the wider TEL team in maintaining and developing core systems.
- To be available to provide learning technology cover on a reciprocal basis for colleagues in the Education team as required.
- To work with academic staff to create effective learning resources to support all forms of academic delivery.
- To provide advice and guidance to academic teams in their programme development and/or innovation in relation to the embedding of digital skills in the curriculum and the adoption of appropriate digital tools and technologies to enhance the student learning experience.
- Take a leading role in developing and promoting the use and application of digital tools and technologies within academic Colleges and the wider University.
- Participate in building 'communities' and 'champions' of best of practice in technology-enhanced learning across the University and engage with relevant communities and communication channels to gather feedback and requirements around the current and future needs of staff and students.
- Provide reports, metrics and reviews on various aspects of the technology-enhanced learning agenda as required.
- Promote TEL and the work of the wider Education team positively across the University and externally.

Additional responsibilities

- Undertake any other duties as required by the TEL Manager that are commensurate with the grade.
- To lead as required on small projects linked to teaching or identified parts of a larger projects across the University.
- To carry out specific citizenship and administrative roles and functions, including representation at institutional 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.
- Undertake any other duties, commensurate with the post, as may be required by the Technology- Enhanced Learning Manager.

Person specification

	Essential	Method of assessment
Education and qualifications	<ul style="list-style-type: none"> English and Mathematics at GCSE grade C or equivalent. Educated to degree level or equivalent. 	Application form
Experience	<p>Provided effective support for academic staff and students in the application of learning technologies in Higher Education.</p> <p>Up-to-date knowledge of how learning technologies and systems can be effectively deployed to enhance and innovate pedagogic practice.</p> <p>Up-to-date knowledge of a wide range of digital tools, learning technologies and key systems as well as their associated affordances for supporting learning, teaching and assessment in Higher Education.</p> <p>Experience of creating digital learning objects for use in a Virtual Learning Environment (VLE).</p> <p>Effective use of a range of relevant software [including for example: MS Office365, Panopto, Blackboard and Collaborate].</p> <p>Effective use of and support for VLE tools.</p> <p>Created successful learning objects and resources for use in Higher Education.</p>	Application form and interview
Aptitude and skills	<ul style="list-style-type: none"> Excellent written and communication skills. 	Application form and interview

	Essential	Method of assessment
	<ul style="list-style-type: none"> • Ability to present technical information to staff and students in a 'user-friendly' and engaging way. • Strong presentation skills. • Ability to work well with others at all levels of the organisation, engaging positively with different stakeholders. • A flexible and calm approach to dealing with problems raised by staff and students in relation to the use of learning technologies. • Ability to work effectively alone, managing and co-ordinating personal workloads on learning enhancement tasks in order to deliver quality outcomes in a timely fashion. • Ability to work well as a member of a team, avoiding unhelpful conflict or duplication of effort. • A demonstrable commitment to continual enhancement of the service and a strong customer service ethos. • Well-developed, practical organisational skills. • Ability to multi-task to meet the demands of dynamic working environments, busy workloads, and the need to accurately prioritise competing demands. 	
Other	<ul style="list-style-type: none"> • Prepared to provide occasional 'out of hours' support. • Ability to carry out specific administrative roles and functions, 	Application form and interview

	Essential	Method of assessment
	<p>including representation at meetings and committees, as may be reasonably required.</p> <ul style="list-style-type: none"> Commitment to continuous personal and professional development in line with the demands of the role, including undertaking relevant digital training and development activities to develop themselves and support the development of others. 	

	Desirable	Method of assessment
Education and qualifications	<ul style="list-style-type: none"> CMALT Postgraduate qualification in learning and teaching in HE or equivalent Associate Fellowship of Advance HE. 	Application form
Experience	<ul style="list-style-type: none"> Previous experience with more subject specific forms of software to support staff and students. Familiarity with relevant developments in the HE sector, e.g. TEF, OfS, and the work of JISC and Advance HE, development of learner analytics and the digital capabilities of both staff and students. 	Application form and interview

How to apply

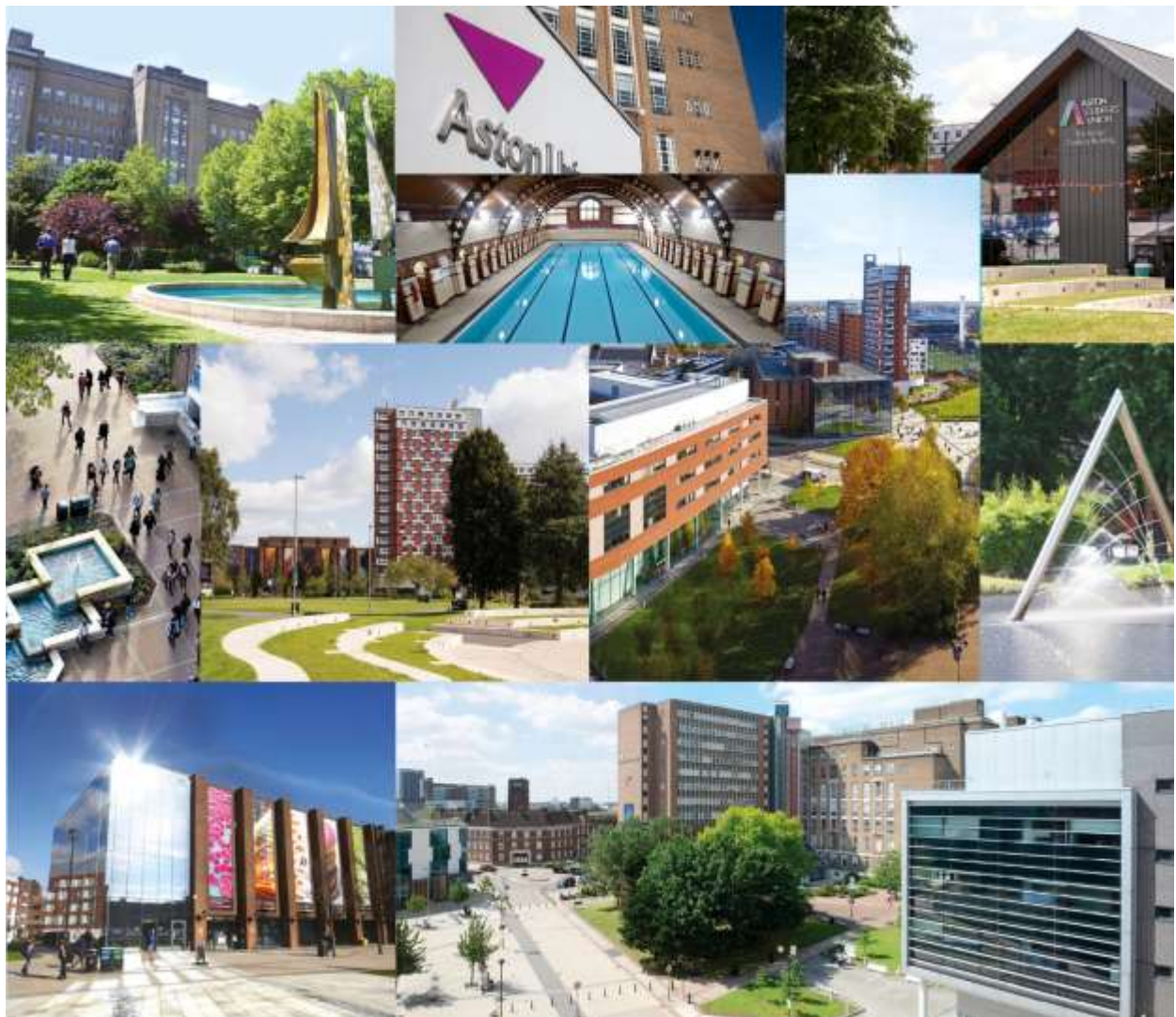
You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23.59 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:

Name: Ruth Ayres

Job Title: Pro Vice-Chancellor Education

Email: r.ayres@aston.ac.uk

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, including meeting the English Language 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>

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