

October 2020

### Learning Technologist Position

Thank you for your interest in the Learning Technologist post. Please find attached the following information:

- Job description
- Person specification
- General Terms & Conditions of Employment

If you would like to apply for this position, please submit a detailed CV and covering letter by e-mail:

Email: [HRMailbox@westdean.ac.uk](mailto:HRMailbox@westdean.ac.uk)

**Closing date: Sunday 1<sup>st</sup> November 2020**

We endeavour to respond to all applicants in a timely manner. If, however, you do not hear from us within two weeks, please assume that your application has been unsuccessful on this occasion.

## JOB DESCRIPTION

JOB TITLE	Learning Technologist (0.6FTE)
SALARY	£30,000 FTE
DEPARTMENT/DIVISION	Education
LOCATION	West Dean College of Arts and Conservation with potential home working (TBC)
REPORTING TO	Head of Technical Resources
ROLE	Responsible for effective support of online learning technologies in support of all programme delivery at the College.

## MAIN DUTIES AND RESPONSIBILITIES

### E-learning advocacy

- To promote and facilitate the development of effective e-learning, online teaching and assessment across the full spectrum of the College courses in-line with the education strategy.
- Promote the widespread use of the college's Canvas virtual learning environment to complement and enhance learning, teaching and assessment practices.
- Make a significant contribution to the design and implementation of new on-line course and programme initiatives
- Contribute to the ongoing development of the College education strategy and participate in committees and working groups as appropriate.
- Create and deliver staff development events, covering issues such as e-learning content and activity design, collaborative e-learning and online tutoring skills.

### E-learning content preparation

- Encourage and facilitate the effective planning, design and implementation of e-learning, ensuring a high quality learning experience for all students.
- Prepare feedback and advice to academic colleagues on creating materials for online study.
- Providing help and guidance on compliance with web accessibility requirements.
- Providing help and guidance on compliance with copyright and IPR requirements.

#### E-learning technology support

- To provide technical support, troubleshooting and problem-solving to staff and students in the use of the learning technologies available at the College.
- To perform administration functions within the learning technology platforms available at the College, for example course entry creation and student enrolment.
- To liaise with suppliers and vendors of learning technologies as required.

#### General

- Build and maintain excellent working relationships, both internally within the organisation, and with external partners and suppliers.
- To engage in professional development and training as agreed with the Head of Technical Resources.
- Undertake any other duties as may be reasonably requested.

The statements in this job description are intended to describe the essential nature and level of work being performed. They are not intended to be all responsibilities or qualifications of the job.

**This job description is subject to regular review in consultation with the post holder.**

**PERSON SPECIFICATION**

**Experience**

Professional experience in e-learning, ideally within a further/higher education institution.	Essential
Demonstrable expertise in the creation of course content and structures within a virtual learning environments.	Essential
Experience of teaching or training in a group environment.	Desirable

**Education / Qualification**

Educated to degree level in a technical/digital discipline or equivalent experience.	Essential
Teaching qualification and/or Advance HE Fellowship.	Desirable

**Skills**

HTML, XHTML, CSS, Javascript creation.	Essential
Accessible web design practice and principles. Regulatory accessibility requirements.	Essential
Mid-level competence in vector image creation (e.g. Adobe Illustrator)	Essential
Mid-level competence in bitmapped image creation and optimisation (e.g. Adobe Photoshop)	Essential
Excellent verbal and written communication skills	Essential
Ability and willingness to work with students and contribute to teaching	Essential
Audio and video production, editing and compression techniques	Desirable

**Attributes**

Flexible problem solver	Essential
Ability to manage multiple deadlines and demands	Essential
Professional, approachable manner	Essential
Confident communicator, with the ability to build relationships both internally and externally.	Essential

LEARNING TECHNOLOGIST

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

Contract:	1 x Permanent Part Time Contract.
Duties:	As attached job description.
Salary:	£30,000 per annum (£18,000 pro rata).
Hours:	21 hours per week (0.6 FTE).
Place of Work:	West Dean College and home working where possible.
Holidays:	33 days per holiday year (20 days pro rata) (1 October to 30 September) inclusive of Bank Holidays.
Sickness:	10 days in any consecutive twelve month period (Full Time Equivalent), or longer period at the Foundation's discretion.
Benefits:	Contributory pension scheme, Employee Assistance Programme, free and discounted places on short courses at West Dean College.