

Candidate Information

Position:	E-Learning Officer
School/Department:	School Office (Med, Dent & Biom Sci)
Reference:	20/108378
Closing Date:	Wednesday 28 October 2020
Salary:	£28,331 to £32,817 per annum
Anticipated Interview Date:	Monday 9 November 2020
Duration:	Available until 30 September 2021

JOB PURPOSE:

Contribute to the enhancement of quality teaching within the School through the development and implementation of innovative eLearning tools and solutions.

MAJOR DUTIES:

1. Assist with the design, development and implementation of eLearning tools and services.
2. Assist with the School's roll out of the Canvas Virtual Learning Environment (VLE).
3. Contribute to the maintenance and ongoing development of the School's web presence.
4. Work with staff to implement and support innovative eLearning solutions for existing and new undergraduate and postgraduate courses.
5. Provide specialist advice, training and support to staff in the principles, practice and delivery of eLearning.
6. Develop the use of on-line assessments, utilising Canvas, Questionmark and other assessment tools.
7. Maintain technical documentation of development work and provide reports on work to the relevant School Teaching Committees as appropriate.
8. Such other duties as may be assigned and which fall with the general ambit of the post.

Planning and Organising:

1. Plan own work schedule, over the short term with an awareness of longer term issues, responding to new pressures and adjusting priorities as needed.
2. Contribute to medium and long term projects as an individual and as part of a project team requiring co-ordination across different areas in support of team and wider School objectives.
3. Help to organise and run workshops and courses to encourage staff to fully participate in eLearning initiatives.
4. Use initiative and discretion, based on knowledge and experience to determine priorities and resolve conflict to meet targets and deadlines.

Resource Management Responsibilities:

1. Assist in the planning of resources within area of responsibility to ensure that they are effectively managed and monitored.
2. Management of own time on a day-to-day basis.
3. Assume delegated responsibilities as appropriate.

Internal and External Relationships:

1. Communicate and liaise directly with all levels of staff and students.
2. Liaise with internal and external contacts, to ensure that the appropriate levels of integration, collaboration and understanding are maintained with relation to ongoing eLearning developments.
3. Keep up to date with new developments in IT in general and eLearning in particular. Attend when requested relevant internal and external conferences and workshops.
4. Attend internal and external meetings, as required, to ensure that relevant issues are appropriately represented and reported.

ESSENTIAL CRITERIA:

1. *A degree and 2 years recent relevant experience in an educational role related to digital learning and/or technology-enhanced learning OR; At least 5 years recent relevant experience in an educational role related to digital learning and/or technology-enhanced learning.
2. *Experience of image processing, animation, video and audio capturing and editing.
3. Demonstrable knowledge of Adobe Creative Cloud products such as Photoshop, Premier Pro and Dreamweaver.
4. Well developed analytical and problem solving capability.
5. Be able to adopt and implement innovative solutions to complex technical solutions.
6. Up to date knowledge of current developments in the use of new technologies in learning and teaching and have an understanding on how these may impact on the functions of the organisation.
7. Ability to work under pressure and to meet deadlines.
8. Good communication and inter personal skills.
9. Ability to give coherent explanations of complex subjects and to communicate clearly and concisely to a wide range of staff.
10. Clear understanding of relevant policies and codes of practice associated with the provision of IT related services in an educational/research environment (e.g. Systems security, GDPR, Health and Safety, Waste Electrical and Electronic Equipment Directive).
11. Ability to work in a team, but also on own initiative.

DESIRABLE CRITERIA:

1. *Experience of developing, implementing and supporting technology based solutions in a higher education environment.
2. *Experience of eLearning authoring tools e.g. Articulate Storyline, Adobe Captivate, etc.
3. *Experience supporting a VLE such as Canvas.
4. *Experience of using social media tools to enhance the learning experience.
5. *Experience of developing high quality web content using HTML5, CSS, JavaScript and ASPX or PHP.