

## **Bishop Grosseteste University**

### **Job Description and Person Specification**

<b>Title:</b>	Digital Learning Technologist
<b>Grade:</b>	Grade 6
<b>Responsible to:</b>	Head of Learning Enhancement

#### **Job Summary**

To work with the Head of Learning Enhancement and other colleagues in the development of technology enhanced learning, by performing effective system administration on the VLE; investigating issues, collecting and analysing data and implementing corrective action; providing an effective service to staff and student users using initiative and creativity to solve problems relating to the implementation and use of the VLE and other digital learning technologies and advising on the best use of technologies to enhance learning and teaching. The post-holder will work closely with academic and professional service staff and students providing at elbow support and high quality online resources to ensure thorough training in the use of the VLE and related systems is available and accessible across BGU and, where appropriate, its partner colleges. They will support the implementation of strategic learning, teaching and assessment priorities and embedding best pedagogic practice throughout the use of the VLE and associated systems.

#### **Detailed Responsibilities**

1. Ensure the effective day-to-day running and development of the VLE to enhance learning and teaching across the institution. Provide a professional service at all times in accordance with the aims of the Centre for Enhancement in Learning and Teaching (CELT). Be proactive in engaging others in making the most of the service.
2. Work alongside the Head of Learning Enhancement and the Head of CELT to embed enhancements to learning and teaching through implementation of the Learning, Teaching and Assessment Strategy.
3. Investigate issues, solve problems and implement corrective action, feeding back to users, providers and or suppliers as appropriate.
4. Provide an effective service to staff and students, using initiative and creativity to solve problems relating to use of the VLE and other digital learning technologies using clear written and oral communication.

5. Assist colleagues in CELT, academic and professional staff in developing skills, competences and confidences related to the use the VLE and other associated technologies.
6. Advise staff on best practice and provide guidance on innovative and appropriate pedagogy and approaches to enhancing the student learning experience.
7. Work with academic staff to improve and enhance the use of the VLE and other digital technologies for teaching, learning, and assessment.
8. Provide regular support and training for staff and students, including one to one, at elbow support, and small and large group workshops and advice sessions, which may be online or face-to-face.
9. Develop and coordinate projects designed to improve and enhance learning, teaching and assessment and administrative practices and student tracking through strategic use of digital technologies.
10. Manage pilots of new and existing technologies relating to best practice in learning, teaching and assessment, leading task and finish groups and overseeing appropriate evaluative processes.
11. Make creative decisions to produce electronic resources and training materials to support the use of technology across the institution.
12. Contribute to the design and development of blended, distance and online programmes
13. Conduct regular evaluation of the system, training materials and resources with students and staff. This will involve gathering data of a quantitative and qualitative nature and assisting with the interpretation and presentation of this information, formulating recommendations and providing advice on the implications of the data.
14. Liaise with academic teams and CELT to ensure that the role is conducted to support the strategic alignment of CELT across the University.
15. Share and model best practice in all aspects of digital learning and pedagogies, identifying these both within BGU and externally
16. Maintain an open and approachable demeanour in all dealings with staff and students and will be required to show a concerned and helpful approach at all times: being aware of appropriate sources of support, help and advice for all commonly occurring situations.

17. Lead and contribute to groups and committees and report back to CELT as appropriate.
18. Attend external events to promote and disseminate the work of CELT and BGU.
19. To attend appropriate staff development sessions and participate in the annual appraisal process
20. To comply with the University's Health and Safety Welfare Policy, legislation and practice
21. To maintain professional standards in relationships, including non-discriminatory practices
22. To undertake any other duties that may reasonably be required
23. The post-holder must operate within the guidelines, procedures and regulations of the University, including the University's Financial Regulations, Diversity and Equality Policy and other relevant policies

**Person Specification**  
**Digital Learning Technologist**

	<b>Core</b>	<b>Supplementary</b>
<b>Education/ Qualifications and Special Training</b>	First degree or equivalent professional experience, certification and/or qualification	Second degree or equivalent experience  Associate Fellow or Fellow of the Higher Education Academy  A teaching qualification
<b>Knowledge and Skills</b>	<p>Excellent and wide ranging IT skills required to maintain learning and teaching support materials and resources including technical support</p> <p>Excellent interpersonal and communication skills, comfortable with face-to-face and large group delivery</p> <p>A good understanding of learning and teaching in general, and in particular of best pedagogic practice in blended, distance and online learning</p> <p>Experience of analysing and evaluating qualitative and quantitative data, producing draft reports, identifying key issues that inform management interventions. Formulating recommendations and providing advice on the implications of the data</p> <p>Experience of working with new and social media including Blogs, RSS, Podcasts, Wikis,</p>	<p>Expertise using other software packages such as Blackboard, Turnitin and the Adobe Creative Suite</p> <p>Expertise with mobile operating systems and applications</p> <p>Experience of working to best-practice guidelines to achieve recognised standards in accessibility and usability within online published content</p> <p>A good understanding of learning and teaching Higher Education</p>

	Twitter and on-line video	
<b>Experience</b>	<p>Experience of working in a customer-focused environment</p> <p>Experience of working in a learning and teaching environment to design and develop technology enhanced learning and teaching resources</p> <p>Experience of working with a VLE or similar web based environment</p> <p>Experience of training others</p> <p>Experience of monitoring and evaluating work and projects, in order to make recommendations for continuous improvement</p>	<p>Experience of working in an educational environment</p> <p>Specific experience of online course development</p>
<b>Personal Attributes</b>	<p>Conscientious, enthusiastic and self-motivated with a good eye for detail</p> <p>Able to build and manage effective relationships with a range of stakeholders</p> <p>Excellent analytical and problem solving skills</p> <p>Able to organise own workload, prioritise responsibilities and work to deadlines</p> <p>Able to work both as part of a team and independently with minimal supervision</p>	