



**Faculty of Business  
Leeds University Business School**

**Blended Learning Officer**

You will work with the Blended Learning Enhancement Manager in the Faculty of Business to support the operational use of the Virtual Learning Environment (VLE) and learning technologies in line with academic visions and plans. You will also work closely with the central VLE service to support the operational effectiveness of the VLE.

Providing administrative support to the Blended Learning Enhancement Manager, you will have experience of contributing to learning and teaching processes through the provision of administrative support, in particular involving the use of computer-based systems and technologies.

Indicative list of relevant technologies and functions, predominantly delivered through the VLE:

- Provision of course information, guidance and handbook materials
- Provision of learning resources (as well as text, these can include sound and image)
- Interactive environments (such discussion forums, blogs, Wikis)
- Multiple choice question tools and other forms of assessment and feedback support
- Live virtual classrooms
- Multimedia content, production/provision and access
- Discipline-specific software, tools and e-resources

**University Grade 5 (£21,391 - £24,775 p.a.)**

**Informal enquiries may be made to Catherine Wilkinson, Blended Learning Enhancement Manager, tel +44 (0)113 343 8780, email [c.e.wilkinson@lubs.leeds.ac.uk](mailto:c.e.wilkinson@lubs.leeds.ac.uk)**

**If you have any specific enquiries about your online application please contact the Faculty HR Team [jobs@lubs.leeds.ac.uk](mailto:jobs@lubs.leeds.ac.uk)**

**Closing Date: 22 February 2015**

**Interviews are expected to be held on 18 March 2015**

**Ref: LUBSC1025**

**Click here for further information about working at the University of Leeds [www.leeds.ac.uk/info/20025/university\\_jobs](http://www.leeds.ac.uk/info/20025/university_jobs)**

## **Job Description**

**Responsible to:** Blended Learning Enhancement Manager

**Reports to:** Blended Learning Enhancement Manager

### **Main duties and responsibilities**

- Liaison with Faculty Banner (student administration system) 'super-users' to ensure data integrity for the VLE.
- Liaison with Faculty administrators to set up and configure teacher-module affiliations and other common VLE parameters in Banner and the VLE.
- Acting as a point of contact in dealing with a case-load of enquiries, some direct from faculty colleagues, some routed through the IT helpdesk. Ability to use own judgement to problem solve and find solutions for uncommon problems.
- Administration and management of the rollover process ensuring Leeds University Business School (LUBS) modules are set-up to meet the requirements of a LUBS proforma.
- Support teaching colleagues by providing advice and 'trouble-shooting' on the use of standard VLE tools and functions.
- Work with teaching colleagues to set up and configure commonly used tools and/or structures for e-learning materials i.e. group areas in the VLE.
- Train academic staff to use the full range of applications within the VLE.
- Provide specific advice on the use of learning technologies tools/techniques and best practice.
- Train academic staff in the use of learning technologies.
- Create written guides for staff and students and video demonstrations for technologies that are not straightforward and need explaining.
- Responsible for organising, scheduling and minute taking at the Blended and Digital Learning Steering Group and Blended Learning Team.
- Responsible for the development of projects (as required) by the Chair of the Blended Futures Group.
- Responsible for maintenance and development of the web presence for Blended learning.
- Provision of general administrative support to the Blended Learning Enhancement Manager and Undergraduate/Postgraduate/Research Postgraduate (UG/PG/RP) offices in relation to the VLE.
- Liaison with the central VLEs to maintain understanding and knowledge of the system as it develops.
- Attending and contributing to centrally organised VLE meetings and networks as appropriate.
- Collecting, analyzing and providing data and feedback of staff use of the VLE and of support issues as they arise.

- Provide support to faculty-based ad-hoc projects relating to learning technologies, blended learning and the use of the VLE.
- Provide support for mobile learning; including tablets and applications, including setting up devices for staff and providing guidance and training on the use of applications for a variety of purposes.
- Responsible for the loan/hire/scheduling process of faculty based learning technologies for example: Dictaphones, microphones, webcams, PRS (Personal Response System), web-conferencing systems (Adobe Connect) and camcorders. To assist, support and train users provide hands-on technical guidance and support in the initial stages of delivery.
- Being aware of central sources of advice on copyright, usability and accessibility issues for web-based materials.
- Support for students in line with Faculty provision for student IT support, e.g. at induction, devising handouts, running safety-net sessions
- Assisting the central staff development team with the administration of locally-tailored staff development events.
- Commitment to continuing professional development to keep abreast of technological developments.
- Any other duties as may reasonably be required, consistent with the grade of the post.

### **Career Expectations**

The University of Leeds is committed to developing its staff. All staff participate in the Staff Review and Development scheme and we continue to work with individuals, supporting them to maximise their potential.

Progression to a higher grade is dependent on an individual taking on an increased level of responsibility. Vacancies that arise within the area or across the wider University are advertised on the HR website - <http://jobs.leeds.ac.uk> - to allow staff to apply for wider career development opportunities.

### **University Values**

All staff are expected to operate in line with the University's values and standards, which work as an integral part of our strategy and set out the principles of how we work together. More information about the University's strategy and values is available at <http://www.leeds.ac.uk/comms/strategy/>.

## **Person Specification**

### **Essential**

#### **Qualifications**

- A Level (equivalent qualification) or professional qualification or substantial relevant experience.

#### **Professional knowledge and understanding**

- Knowledge of using virtual learning environments and on-line support systems and environments (although this need not necessarily be direct experience with the Blackboard product).
- Experience of providing learning and teaching administration for user support to individuals.
- Confident use of web-based applications such as blogs, wikis and discussion boards, content management systems etc.

#### **Skills**

- Excellent communication skills, including documentation of procedures and systems, report writing and presentations, including the ability to communicate specialist technological information to a lay audience.
- Excellent IT skills, proficient in MS Office applications for the provision of management information, including Excel, Word and Outlook.

#### **Personal attributes**

- High level of accuracy and attention to detail.
- Creative approach to problem solving, using initiative and collaborating with others to resolve issues.
- Proven ability to work independently, under pressure, prioritise, schedule and balance workloads to meet set deadlines.
- Aptitude and commitment to on-going staff development and training.

#### **Desirable**

- Experience of using and supporting users in using iPads and educational uses of apps.
- Experience of creating and/or maintaining on-line resources to support learning and teaching.
- Knowledge of copyright, accessibility and usability issues.
- Experience with delivery of training sessions whether on an individual or group-basis.
- Experience in video production and editing.

## **Additional Information**

The University offers generous terms and conditions of employment, a wide range of benefits, services, facilities and family friendly policies. Full details are available on the Human Resources web pages accessible at [www.leeds.ac.uk/hr](http://www.leeds.ac.uk/hr)

## **The Partnership**

The Partnership has been developed by students and staff and describes the mutual expectations of us all as members of the University of Leeds community. More information about the Partnership is available at <http://partnership.leeds.ac.uk>

## **Disclosure and Barring Service checks**

A Disclosure and Barring Service (DBS) Check is not required for this position. However, applicants who have unspent convictions, cautions, reprimands and warnings, including any pending criminal proceedings must indicate this in the 'other personal details' section of the application form and send details to the Recruitment Officer at [disclosure@leeds.ac.uk](mailto:disclosure@leeds.ac.uk).

## **Disabled Applicants**

The post is located at 20 Lyddon Terrace. Disabled applicants wishing to review access to the building are invited to contact the department direct. Additional information may be sought from the Recruitment Officer, email [disclosure@leeds.ac.uk](mailto:disclosure@leeds.ac.uk) or tel + 44 (0)113 343 1723.

Disabled applicants are not obliged to inform employers of their disability but will still be covered by the Equality Act once their disability becomes known.

**Further information for applicants with disabilities, impairments or health conditions is available in the applicant guidance.**