



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Student Education Technologies Officer, Faculty of Medicine and Health



Salary: Grade 6 (£27,025– £32,236 per annum)

Reference: MHIME1108

Closing date: 28 July 2019

Fixed-term for 12 months

We are happy to consider job share applications and are committed to flexible working for all our employees.

Student Education Technologies Officer School of Medicine

Are you experienced working with staff and students in a customer facing role? Do you have an enthusiasm to provide a high quality customer service working in a multi disciplinary environment? Do you have excellent communication and organisational skills, and experience of implementing technology for teaching, learning and assessment activities?

The School of Medicine provides high quality education through its portfolio of Undergraduate (Medical, Intercalated, Classified) and Taught Postgraduate programmes of study that allow students to learn within a supportive and intellectually exciting environment.

As part of the School's Student Education Service (SES) you will work closely with colleagues in the Technology Enhanced Learning (TEL) Team to blend the best of traditional face-to-face teaching with the application of the latest technology to support the best possible student experience.

You will also be responsible for the administration and support of the School's Virtual Learning Environment (VLE) along with other student facing systems that support student educational pathways across the School's programmes. You will play a key role in managing systems used by staff, students, NHS and other staff to provide a high quality support service. You will work collaboratively with colleagues across the School, Faculty and external partners to develop and deliver innovative and high quality resources to support School teaching activities.

A key part of this role will be to understand the existing use and requirements for student facing systems within the School and to communicate and prepare staff and students for upcoming developments. Ensuring best practice and a co-ordinated approach, you will bring enthusiasm and excellent communication skills to ensure staff and students are properly informed and trained.



What does the role entail?

As Student Education Technologies Officer, your main duties will include:

- Taking a lead role in project-based activities including the coordination, implementation and integration of a School Placement Allocation system to support clinical based activity;
- Providing a key source of information on School student systems to contribute to the development of University wide student record and curriculum change management project (Student Lifecycle Project);
- Providing an efficient, effective and customer-friendly service for staff and students within the School to support engagement with student facing systems
- Providing high level support for medical undergraduate programme's learning and assessment systems, ensuring effective data management and adherence to GDPR best practice guidelines;
- Co-ordination and management of the hardware and software requirements to deliver the use of innovative technologies, including procurement and inventory;
- Creating technology enhanced learning resources (e.g. Adobe and Articulate) and assisting with new project developments as required which align to the School's Technology Enhanced-Learning strategy;
- Leading on the administration of the VLE, providing a liaison between central activities and School specific requirements; ensuring compliance with quality standards for VLE resources including analytics and evaluation;
- Developing, promoting and supporting best academic practice in the use of the School of Medicine's VLE and ePortfolio, communicating and implementing enhanced practices to the wider community (both staff and students);
- Ensuring students and staff (including NHS and non-university teaching staff) have appropriate access to and training for the VLE, ePortfolio, and associated learning and assessment services;

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

You will report to Mrs Sarah Drewery, Student Education Service Manager



What will you bring to the role?

As Student Education Technologies Officer you will have:

- A commitment to high quality customer service with demonstrable excellent customer service skills;
- Experience and knowledge of Virtual Learning Environments (e.g. Blackboard or equivalent virtual learning system) in an administrative role;
- Experience of implementing technology for learning and assessment activities;
- Effective interpersonal skills including the ability to liaise and collaborate successfully with colleagues at different levels and across organisations;
- Effective presentation and report writing skills;
- Attention to detail and accuracy;
- Excellent communication skills including the ability to enthuse colleagues and communicate challenging concepts;
- Evidence of a pro-active problem solving approach to work which has contributed to successful project implementation;
- Ability to manage time effectively, prioritise workload and work to tight deadlines;
- An understanding of the principles of data security and confidentiality;
- Demonstrable interest in the application of new technologies to deliver education.

You may also have:

- Experience of working with online portfolios or assessment systems;
- Experience of producing resources for learning, using rapid e-authoring tools e.g. Adobe Creative Suite,
- Experience of purchasing systems;
- Experience of working with NHS partners and systems;
- Experience of working in higher or further education sector in technology enhanced learning;

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.



Before you apply for a secondment you must have agreement from your line manager / organisation that you are able to take up the role on a secondment basis if successful.

Contact information

To explore the post further or for any queries you may have, please contact:

Mrs Sarah Drewery, Student Education Service Manager

Tel: +44 (0)113 343 4364

Email: s.h.drewery@leeds.ac.uk

Additional information

The Technology Enhanced Learning team works closely with the University's central IT service, information and learning and teaching services and local NHS IT services and clinical staff to ensure all staff and students have access to high quality services and support whenever and wherever they need them. The team has an established reputation for producing innovative and quality digital learning resources.

Find out more about the [Faculty of Medicine and Health](#) and the [Leeds Institute of Medical Education](#) within the [School of Medicine](#).

Find out more about [Athena Swan](#) in the School of Medicine and the work being undertaken to improve gender equality.

Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.



Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

