UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Learning Technologist, Faculty of Engineering & Physical Sciences

Salary: Grade 5 (£23,067 – £26,715 p.a.)

Reference: EPSFO1001

Closing date: 20 October 2019

We will consider flexible working arrangements

Learning Technologist
Faculty of Engineering and Physical Sciences

Do you have an interest in digital technologies, and their use in an educational setting? Are you passionate about helping to deliver an exceptional student experience?

You will work as part of a cross faculty team within the Student Education Service covering both the Faculties of Engineering and Physical Sciences and Environment. You will collaborate with academic staff in each of the Schools - Chemistry, Mathematics, Physics and Astronomy, Mechanical Engineering, Civil Engineering, Chemical and Process Engineering, Electronic and Electrical Engineering, Computing, Food Sciences, Earth and Environment, Geography and the Institute for Transport Studies. Using your knowledge and experience of blended and technology enhanced learning practices and processes, you will support the operational use of the Virtual Learning Environment (VLE) and learning technologies, helping the faculties' Digital Education Group and Faculties' Digital Education Academic Leads to meet the objectives set out in our blended learning strategy.

You will work collaboratively with team members within the Faculty, with other Schools and Faculties and Central Services, in order to share good practice and encourage knowledge exchange between colleagues to facilitate continuous improvement. You will also assist with the communication and dissemination of new events, initiatives and tools related to technology enhanced learning, as they may affect learning and teaching across the Faculty.

With a demonstrable ability to identify and suggest improvements to the service provided, you will have experience of contributing to enhancements to learning and teaching processes through the provision of support to academic colleagues, in particular involving the use of computer-based systems and technologies.

You will be well organised and adaptable with a flexible approach to work, able to plan and prioritise your workload and balance tasks to meet competing deadlines. You'll also be an excellent communicator, with a high level of attention to detail.

What does the role entail?

As a Learning Technologist your main duties will include:

- Acting as key contact for Engineering and Physical Sciences Blended Learning practices and processes, providing specialist information and advice to academic and Student Education Service colleagues;
- Supporting colleagues' use of the University's Virtual Learning Environment (VLE) including:
    - Management and creation of course content and learning resources (PDF, eBooks, Audio and Video etc.);
    - Management/administration of online tests quizzes;
    - Management/administration of collaborative and interactive tools (such discussion forums, blogs, Wikis);
    - Enrolment of staff and students onto modules and organisations;
- Supporting colleagues' use of other systems and technologies such as live virtual classrooms, lecture capture, desktop capture, in-class polling/voting and mobile devices;
- Designing and developing multimedia learning content such as video, audio and 3D;
- Scoping discipline-specific software, tools and e-resources;
- Providing and contributing to the development of Blended and Technology Enhanced Learning, through participation in functional meetings and team events; making suggestions on how to adapt and develop standardised operational practices and processes;
- Developing contacts and building effective working relationships with a variety of colleagues and University Services, to ensure effective coordination of information and activity;
- Providing day to day operational support, guidance and training to members of the Faculty;
- Working with the Faculty Academic Champion for Digital and Blended Learning and the Faculty of Environment Blended Learning Enhancement Officer to ensure that the Faculty is able to achieve its and the University's Blended Learning Strategies;
- Working with Learning Technologists and Digital and Blended Learning Support Officers in the Faculties of Environment and Engineering, sharing tasks and good practice;

- Working closely with the central VLE Service (VLES) to support the operational effectiveness of the VLE;
- Developing and maintaining knowledge of both technical and pedagogical developments in digital education, keeping up-to-date with institutional developments and supporting their timely adoption within the Faculty and School.

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.

What will you bring to the role?

As a Learning Technologist you will have:
- An enthusiasm for, and experience of working in, a technology support role with a focus on education and educational practices;
- Knowledge of learning technologies including Virtual Learning Environment, lecture capture, mobile learning and virtual classrooms;
- Excellent communication skills, with the ability to clearly articulate complex information, modifying your approach to suit different audiences;
- Excellent interpersonal skills, with the ability to work effectively in a team environment by collaborating, supporting and valuing the contribution of colleagues;
- A flexible approach, with excellent organisational, planning and time management skills, including the ability to adapt priorities to meet deadlines and conflicting demands across the service as peak workloads require;
- Strong judgement, with the ability to effectively interpret and apply policies and procedures;
- The ability to use your initiative to solve problems and make suggestions for improvements;
- Strong IT skills, with proficiency in the use of Microsoft Office programmes, particularly Word and Excel;
- Excellent accuracy and attention to detail;
- Evidence of a commitment to continuous professional development.

You may also have:
- A-level Maths (or equivalent), or a degree that has a Maths, Science or Engineering background;
- Experience of 3D and games technologies (e.g. Unreal Engine, Blender 3D);
- Evidence of working in a teaching/training role in a Higher Education setting;
- Experience of using video and audio production techniques.

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.

Contact information

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

Blayn Parkinson, Blended Learning Enhancement Officer
Tel: +44 (0)113 343 39805
Email: b.parkinson@leeds.ac.uk

Additional information

A diverse workforce

The Schools in the Faculty of Engineering & Physical Sciences are proud to have been awarded the Athena SWAN Bronze or Silver Award from the Equality Challenge Unit, the national body that promotes equality in the higher education sector. Our equality and inclusion webpage provides more information.

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.