UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Learning Technologist, **Faculty of Biological Sciences**

Salary: Grade 7 (£33,797– £40,322 p.a.)

Reference: FBSFO1136

Learning Technologist
Faculty of Biological Sciences

This is an exciting opportunity for a dynamic individual, capable and committed to leading projects in the area of digital learning technology, and of supporting staff to deliver an exceptional 21st century educational experience for our students.

You will play an important role in building on and developing a series of projects to meet the Faculty's strategic aim of developing, integrating and evaluating blended learning resources, across Undergraduate and Postgraduate taught courses.

You will work with academic and professional staff to develop and enhance e-learning and assessment resources, advise on opportunities for innovative approaches to blended and digital learning, and promote and share excellence in line with the Faculty's blended learning strategy.

You will have strong expertise and experience in digital technologies and their use and development in an educational setting and will possess excellent interpersonal, communication, and organisational skills.

The University of Leeds and the Faculty of Biological Sciences are committed to providing equal opportunities for all and offer a range of family friendly policies. The University is a charter member of Athena SWAN (the national body that promotes gender equality in higher education), and the Faculty of Biological Sciences gained a Bronze award in 2014 and submitted an application for a Silver award in April 2017. We are proud to be an inclusive Faculty that values all staff, and are happy to consider job share applications and requests for flexible working arrangements from our employees. Our Athena SWAN webpage provides more information. http://www.fbs.leeds.ac.uk/equality-and-diversity/athena-swan/

What does the role entail?

As a Learning Technologist, your main duties will include:
- In conjunction with the Pro Dean for Student Education, the Faculty Director of Student Education and the Faculty Blended and Digital Learning Academic Champion:

- o Proactively contributing to the development of a faculty-wide strategic plan for blended and digital learning in the Faculty of Biological Sciences;
  - o Leading and managing the implementation of digital learning initiatives in the Faculty, determining and reviewing priorities in order to meet the faculty's strategic objectives;
- Acting as a key contact for blended learning practices and processes. You will provide specialist information, advice and guidance to academic and professional colleagues, including: promoting and supporting the use of systems and technologies such as live virtual classrooms, in-class polling/voting, mobile devices, etc;
- Scoping discipline-specific software, tools and e-resources and working to establish faculty wide pilots of new digital platforms and technologies, providing ongoing support and maintenance once established;
- Working with academics and professional staff to develop quality-assured, pedagogically appropriate e-learning content and assessment strategies for the suite of undergraduate and postgraduate programmes offered by the Faculty including translating materials and resources into online formats that promote effective, interactive learning experiences;
- Proactively contributing to the work of the Faculty Digital Education Committee and other functional meetings and team events; coordinating activities to adapt and develop standardised operational practices and processes;
- Communicating developments in digital learning to faculty staff via regular forums, the faculty blended learning website, e-newsletter and presentations at relevant committees. You will also organise and lead activities and events to provide training and knowledge dissemination to encourage strong engagement within the faculty;
- 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;
- Advise staff of best practice models and guidelines on blended course design and delivery for use by staff by providing guidance and documentation on innovative pedagogy and approaches to enhancing the student learning experience;
- Consulting and interacting with colleagues in other faculties and services to enhance the provision of e-learning resources across the Faculty.

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:

- A degree or equivalent qualification or relevant experience;
- Significant technical expertise in the areas of blended or digital learning;
- Experience of developing and creating digital online learning resources and integrating them within a virtual learning environment, using a variety of packages and/or approaches;
- Experience of successfully implementing and delivering multiple sustainable projects to enhance user experience;
- An enthusiasm for, and excellent knowledge and understanding of the educational use of technology and e-learning pedagogy. This will include knowledge of learning technologies including virtual learning environments, lecture capture, mobile learning and virtual classrooms;
- Excellent communication skills including the ability to develop and deliver oral presentations, summarise the nature and value of technological developments for a non-specialist audience and excellent writing skills including the ability to modify your approach to suit different audiences;
- Excellent interpersonal skills, with the ability to build positive working relationships with students, academic staff and professional staff at all levels and an enthusiasm for and a commitment to delivering an exceptional student experience;
- Strong judgment and initiative with the ability to effectively interpret and apply policies and procedures, understand and solve problems, and find creative and practical solutions;
- Effective networking skills, with experience of participating in networks and improvement initiatives and the ability to build positive working relationships at all levels and effectively influence and negotiate to achieve desired outcomes;
- A flexible approach, with excellent organisational, planning and time management skills, with the ability to adapt priorities to meet deadlines and conflicting demands across the service as peak workloads require;
- Excellent IT skills and proficiency in the use of the Microsoft Office products;
- Excellent accuracy and attention to detail;
- Current knowledge of copyright and accessibility requirements with the production of e-resources, and the ability to act as a point of expertise on compliance with digital learning policies.

You may also have:

- A relevant qualification in an area related to blended or digital learning;
- Certified Membership of the Association for Learning Technology (CMALT);
- Evidence of working in a teaching or training role in a Higher Education setting, or education in a STEM discipline;
- Experience/knowledge in the creation and use of Open Educational Resources;
- An awareness of local and national developments in higher education, especially with respect to e-learning;
- Familiarity with JISC and a working knowledge of their guides and resources;
- Experience in working with Blackboard Learn as well as other Blackboard products such as Collaborate and Analytics.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information. Applications should be submitted by 23:59 (UK time) on the **(Date).**

Contact information

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

[Dr Aysha Divan](#), Faculty Director for Student Education
Tel: 0113 343 37536
Email: a.divan@leeds.ac.uk

Additional information
Find out more about the [Faculty of Biological Sciences](#).

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.](mailto: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.

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