UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Learning Technologist

Digital Education Service (Faculty-based)

Salary: Grade 6 (£27,924 – £33,309 p.a.)

Reference: CSDLS1154

4 roles available: 3 x ongoing and 1 x 12-month fixed-term maternity cover

We will consider job share and flexible working arrangements

Learning Technologist
Faculty-based Digital Education Enhancement Function, Digital Education Service

Do you want to join a growing and award-winning Service dedicated to enhancing the learning experiences of our students? Do you want to build trusting partnerships with academic stakeholders to deliver innovative solutions in higher education? Are you looking to apply your knowledge and experience of digital educations systems and learning technology to a new challenge?

We are looking for pro-active and experienced learning technologists to join the Digital Education Enhancement Function to help ensure that students benefit from an outstanding educational experience, underpinned and enhanced by innovative sector-leading digital resources, pedagogies and technologies.

You will be responsible for designing and developing innovative solutions to enhance the learning experience of our students in partnership with academic stakeholders and team members. You will also design learning experiences for flipped learning and develop interactive learning experiences or multimedia for our students.

You will also provide expert advice, support, and training in the use of learning technology and manage projects that help deliver each Faculty's strategic goals.

Successful candidates will have experience of developing high quality active learning experiences and learning objects or multimedia. We are looking for individuals with experience of delivering projects in collaboration with multiple stakeholders with competing demands and diverse needs.

What does the role entail?

As a Learning Technologist your main duties will include:
- Providing specialist pedagogical and technical advice to academic staff and stakeholders on the use of technology in learning and teaching including expert advice for how to best utilise innovative learning spaces;
- Designing, developing and evaluating innovative solutions to enhance teaching, including flipped learning and the redesign of on campus modules;

- Designing, developing and evaluating e-learning objects, resources, and interactives to enhance teaching, using technologies such as Articulate, Evolve and other e-learning development packages;
- Designing and delivering training resources and activities for the innovative and effective enhancement of student education, in collaboration with team colleagues and other services as required such as the Organisational Development & Professional Learning Team;
- Production of video and multimedia, including planning, filming, and editing, suitable for use in learning, teaching, and assessment, supported by an understanding of pedagogical principles for multimedia learning;
- Applying knowledge of copyright, intellectual property, data protection and accessibility requirements and University policies and processes in all aspects of digital education enhancement, identifying issues and proposing new or adjusted policies or processes as appropriate;
- Delivering digital education enhancement projects to help deliver the strategic priorities of the Faculty;
- Supporting with the delivery of developmental projects across the Faculty and University to embed institutional technologies and associated frameworks, including providing a Faculty voice in acquisition and deployment of centrally supported technologies;
- Proactively developing and maintaining an up-to-date knowledge of emerging trends in learning technology and digital education across the sector, and knowledge of new systems, updates, and policies across the University of Leeds, applying these findings to your local context;
- Organising, delivering, and promoting events to support the enhancement of teaching;
- Networking and sharing best practice with colleagues across the Enhancement Function, the Faculty, and the wider Digital Education Service and maintaining links with other Faculty professional services teams ensure a joined-up, effective and consistent student experience, providing solutions to complex issues and defining process improvements.

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:

- In-depth and up-to-date knowledge and experience of using learning technology to enhance learning and support academic development, with an ability to quickly become a product specialist for new digital education systems;
- Experience in supporting subject matter experts with the design and development of high-quality digitally enhanced active learning experiences combined with experience of supporting the design and development of pedagogically sound and engaging digital learning objects or multimedia assets;
- Excellent organisational and work prioritisation skills with experience of managing projects involving multiple stakeholders with diverse needs;
- Excellent written, verbal and presentation skills with an ability to communicate specialist technological information to a non-technical audience professionally and effectively;
- Ability to work collaboratively with others and to build and develop successful trusting relationships with a range of stakeholders with differing needs and across a variety of contexts;
- Excellent IT skills with experience of using Excel, Word and Outlook;
- A pro-active and flexible approach with an ability to work effectively under own initiative.

You may also have:

- Experience of video and multimedia production, including animations, podcasts and graphics design, with relevant software such as Adobe Creative Suite, or experience of using Articulate, Evolve or other eLearning development packages, or experience of using technologies to support digital assessment, such as Gradescope;
- Evidence of professional development such as through a postgraduate qualification in digital education or a related discipline, Fellowship or Associate Fellowship of the HEA, CMALT accreditation or status as a Microsoft Innovative Educator;
- A degree or professional experience in a discipline relevant to the faculty working in, such as STEM, including programming or coding skills, business studies, social sciences, or arts and humanities subjects.

Further information about the roles:

The Digital Education Enhancement Function brings together faculty-based teams into an aligned service. These teams enable faculties to achieve their strategic objectives to enhance student education through integrated expertise supported by a central team of specialists. The teams collaborate with key faculty stakeholders including Pro-Deans for Student Education, Digital Education Academic Leads (DEAL) and academic staff and work in partnership with the wider Digital Education Service including the Digital Education Systems team, as well as colleagues in Organisation Development and Professional Learning.

The current vacancies are in the following faculty-based teams:

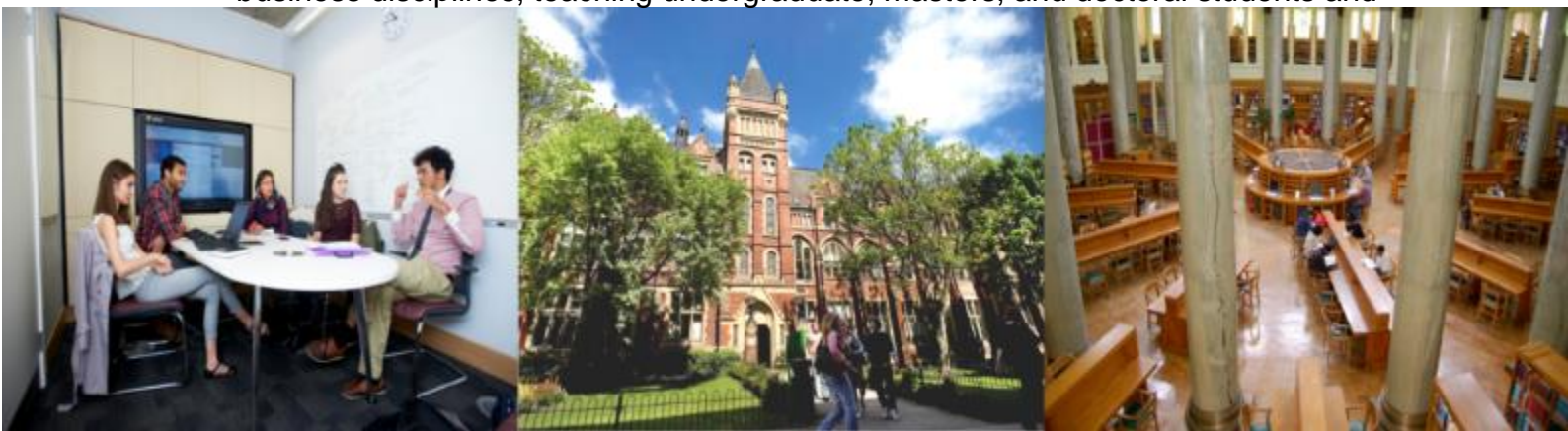- **Faculty of Engineering and Physical Sciences x 1 ongoing role (shared with Faculty of Environment)**
  The Faculty of Engineering and Physical Sciences combines expertise across a wide range of disciplines with staff who deliver outstanding student education and research across eight Schools. The Faculty employs over 1,100 staff and has 6,900 students from all over the world. We have an excellent track record of recruiting outstanding students, delivering an excellent student experience and supporting our graduates to achieve the best possible outcomes, both at Leeds and beyond.

- **Faculty of Environment x 2 ongoing roles (one of these roles is shared with Engineering and Physical Sciences)**
  The Faculty of Environment brings together expert knowledge to address the major challenges facing society today. We deliver world-leading academic excellence across a broad portfolio of research and student education, evidenced by national and global indicators and built on a vision focused on "improving understanding of, and solutions to, pressing environmental and societal issues using whole-system based approaches supported by strong international collaborative partnerships".

- **Leeds University Business School x 1 ongoing role**
  Leeds University Business School is internationally renowned for the quality of its teaching, its research, and its facilities. As a triple accredited, top-ranking European business school, we have more than 3000 students from around 100 countries and more than 200 academic staff. Our work covers the full spectrum of business disciplines, teaching undergraduate, masters, and doctoral students and

creating new knowledge. Learning technologists work closely with the Enhancement Manager, Pro-dean for Student Education and Director of Enhancement to develop and deliver innovative educational resources and inspire and motivate academic colleagues.

- **Faculty of Social Sciences and Faculty of Arts, Humanities and Cultures x1 (12-month fixed-term maternity cover, share cross Faculties)**
  The [Faculty of Arts, Humanities and Cultures](#) has one of the broadest portfolios in the arts and humanities, as well as the creative arts and technologies, among the Russell Group of research-intensive universities. The Faculty brings together experts to deliver teaching and research through 9 academic schools with support from centres and institutes, including the Language Centre and Inter-disciplinary Ethics Applied (IDEA).
  The [Faculty of Social Sciences](#)' research is internationally rated. We host major research and interdisciplinary centres, and our students and staff benefit from excellent links with key international organisations and institutions. Our wide range of research-informed courses encompass undergraduate, taught postgraduate and research degree programmes, as well as online and professional development courses.

If you have a preference for working within a particular faculty or feel that your skills and experience suit working with a particular discipline, please indicate this in your application. We will endeavour to match successful candidates with faculties that best fit their skills and experience, however, it may not be possible to appoint all candidates to their preferred faculties.

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:

Chris Thompson, Digital Education Manager (Enhancement), Digital Education Service
Email: c.j.thompson1@leeds.ac.uk

Catherine Wilkinson, Enhancement Manager, Leeds University Business School
Email: c.e.wilkinson@leeds.ac.uk

Damian McDonald, Faculty of Arts Humanities and Cultures and Faculty of Social Sciences
Email: d.mcdonald@leeds.ac.uk

Additional 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. The post will be based in the Online Distance Learning Centre, 171-173 Woodhouse Lane.

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.