Corporate Services
Library

e-Learning (VLES) Team

e-Learning Officer

Three posts are available:

1) **Full time, permanent**
2) **Full time, fixed-term post available until 30 September 2015 to cover a maternity leave**
3) **18.75 hours per week, fixed-term to 31 August 2015 to cover a secondment**

These posts offer the opportunity for learning technologists with the ability to create engaging online resources to support learning and teaching (L&T) in this research-led university. Joining a team leading on e-learning systems and related technology, you'll advise on best practice in the development of resources supporting blended learning activities in the Library, creating and maintaining key online resources. The team is also responsible for the promotion, support, delivery and development of the institutional virtual learning environment (Blackboard).

e-Learning (VLES Team)

The team is responsible for the support and development of the institution's virtual learning environment (Blackboard), plus a number of integrated learning and teaching tools. The team supports the University's Blended Learning and Digital Student Experience strategies across campus and within the Library. The team's primary service areas are:
- the delivery, maintenance and development of the VLE and the integrated tools/services (eg. Turnitin)
- learning technology support, bridging technology and education to provide best practice support, advice and guidance
- creation and maintenance of engaging, pedagogically sound online resources that support Library strategies
- developing and maintaining web content relation to the team's activities
- advocacy of technology in learning and teaching, helping to shape the future use of technology at the institution

Each team member is expected to contribute to the above service areas, with time being allocated for service/strategy development priorities. Working in a busy but stimulating and mutually supportive team, we tackle issues and deliver projects collaboratively, fully appreciating the importance of improving the customer experience.

A graduate or equivalent, you'll have comprehensive and up-to-date knowledge in learning technology, including a combination of the following:
- an understanding of the principles and issues when using technology to enhance L&T
- experience of supporting the use of technologies in L&T
- the ability to create/update engaging, pedagogically sound online learning resources or guides
- experience of using or supporting a VLE

With strong communication, interpersonal and IT skills, you'll have the drive and initiative to keep up-to-date in this rapidly moving field.

Further information about the Library is available at: http://library.leeds.ac.uk/

University Grade 6 (£25,513 - £30,434 p.a.) or University Grade 7 (£31,342 – £37,394 p.a.) dependent on experience.

Informal enquiries may be made to Michael Thomas, tel +44 (0)113 343 8858, email m.d.thomas@leeds.ac.uk

Ref: CSLIB1012

Click here for further information about working at the University of Leeds www.leeds.ac.uk/info/20025/university_jobs

Leeds University Library is an Investor in People (Silver) and holds the Customer Service Excellence standard.

Job Description

Responsible to: e-Learning (VLES) Team Leader

Responsibility for staff: None

Key relationships:

In the Library: Learning Services Teams; Scholarly Communications and Researcher Skills Team; Marketing & Engagement Team; Systems Team.
In the University: academic and other staff engaging in L&T and L&T support and in blended learning activities.

Key responsibilities:

- Designing, creating and maintaining engaging, pedagogically sound online resources and tutorials using a range of technologies.
- Collaborating with colleagues in the Library and within the University, providing expertise and support in the use of learning technologies to support L&T.
- Operational leadership and management of designated projects or areas of activity in the team.
- Playing a key role in the development of Library strategy and operations, including participating in cross-Library initiatives if required.

Main duties:

- Ensuring delivery of the assigned objectives in the team's operational plan, reporting to Leadership Team and the wider Library as required.
- Developing and maintaining online materials, creating and maintaining documentation.
- Providing expert advice on learning technologies, standards and systems to colleagues, teams and/or committees within the University.
- Answering enquiries from customers (Library colleagues, academic staff and students) about the team's services.
- Evaluating technologies and systems to understand if they are fit-for-purpose and support strategic developments.
- Promoting and supporting the use of technology in L&T, developing and delivering training and presentations.
- Actively communicating and collaborating with colleagues to achieve shared aims, working on joint initiatives, and sharing and promoting best practice.
- Managing projects and services to enhance the student experience.
- Designing and utilising effective evaluation strategies, including customer feedback, to assess the impact of materials and services, producing statistics, quantitative and qualitative data, and to inform developments.
- Providing Library input into cross-University projects.
- Representing the team in the University and external groups as required.
- Collaborating with colleagues in peer HE libraries/institutions on joint projects, developing services and sharing best practice.
- Writing for publication and presenting at conferences, showcasing a high level of professional leadership, engagement and proactivity.
- Participating in appropriate national and international subject and/or professional interest groups as appropriate, to maintain awareness of trends, for professional development and to raise the profile of the Library.

At Grade 7, the post holder will be expected to demonstrate the following:

- Independent working: self-managing and able to prioritise own workload to meet agreed objectives to time and to the required standard
- Highly effective relationships with Library, University and external colleagues, to ensure objectives are met, and to input into and influence decision-making
- Effective service development in their area of responsibility
- Significant input into the broader direction of the team through the strategic and operational planning processes
- Significant input into cross-Library activities
- Through the development of professional knowledge and expertise, able to act a mentor/coach to less experienced colleagues

Generic requirements for all Library staff

- The details above are not a comprehensive list of the activities which may be carried out by the role holder, and activities may change (appropriate to the grading of the post) as a result of developments and changes in Library services.
- In carrying out their roles, all Library staff are required to show positive commitment to the values of the Library and University.
- All Library staff are required to wear name badges.
- The Library supports and encourages the training and development of its staff; participation in appropriate training and development activities is a requirement 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.

This role is being advertised on a training grade. Where the successful candidate is appointed at University of Leeds grade 6 a personal development plan will be put in place. It is anticipated that this will be over a three year timescale and on satisfactory completion of this plan the individual will advance to University of Leeds grade 7.

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

For appointment at University Grade 6

Essential

Qualifications
- Education to degree level or equivalent
- Relevant professional qualification or substantial relevant experience

Professional knowledge & understanding
- Knowledge and understanding of national and international trends and developments in learning technology.
- Knowledge and understanding of other relevant trends and initiatives in libraries and the higher education sector

Technical & professional competencies
- Comprehensive and up-to-date knowledge of a range of web/multimedia software tools to enable the creation/maintenance of learning resources/user support materials
- Understanding of project management techniques

Practical experience
- Experience of creating learning resources

Interpersonal and communications 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.
- Evidence of successful co-operative working, negotiating and influencing to achieve results

Personal attributes
- Understanding of and commitment to excellent customer service
- Creative approach to problem solving, using initiative and collaborating with others to resolve issues
- Confidence and ability to represent the Library professionally
- Self-managing and able to work under pressure, prioritise, schedule and balance workloads to meet deadlines
- Ability and willingness to demonstrate personal motivation towards the job and the Library, and to modify own working practices in line with trends, developments and changing priorities

For appointment at University Grade 7 you should be able to demonstrate the following points in addition to the Grade 6 essential person specification

Essential

Technical & professional competencies
- Significant professional expertise in learning technology

Practical experience
- Experience of working in an academic environment in a professional role providing services/support/teaching in learning technology

- Evidence of a positive contribution to strategic and operational planning
- Experience of direct and pro-active contribution to the development of policy and/or innovative working practices

Personal attributes
- Excellent analytical skills and an ability to think and behave strategically, formulating and implementing solutions
- Proven ability to manage complex workloads, meeting deadlines and quality standards

Desirable (*at grade 7)*)

- Relevant qualification in learning technology
- Understanding and awareness of accessibility, privacy, intellectual property and copyright issues
- Experience of evaluating technologies and systems to understand fitness for purpose
- Experience of project management

Additional Information

Details of the terms and conditions of employment for all staff at the University, including information on pensions and benefits, are available on the Human Resources web pages accessible at http://hr.leeds.ac.uk/

The Partnership

To be aware of and work in line with The Partnership working with students as members of a learning community to provide world class education and an excellent student experience. 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 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.

Disabled Applicants

The post is located in the Health Sciences Library. 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 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.