Job Description

General Details

Job title:	Online Learning Technologist (PEQF-ADU19-01)
School/Service:	Academic Development Unit
Normal Workbase:	Stoke Campus
Tenure:	Permanent
Hours/FTE:	Full Time, 37 hours per week/1.0 FTE
Grade/Salary:	Grade 6
Date Prepared:	May 2019

Job Purpose

To support academic staff in the development and use of technology to deliver a high-quality learning and teaching experience which supports the delivery of the Academic Strategy, by providing support, training and technical administration.

Relationships

Reporting to:	E-Learning Manager
Responsible for:	None

Main Activities

- To coordinate the design and development of e-learning resources and to promote good practice which fit the School's needs and, in particular, which help support and promote the development of flexible learning opportunities.

- To work in partnership with staff, either as individuals or in teams, to develop e-learning materials and to provide staff with the skill to maintain and enhance their virtual learning environments.

- To provide advice and guidance to members of academic staff regarding the appropriateness of the approaches taken and to disseminate information and good practice about e-learning in the School.

- To work closely with the School academic managers to best use centrally provided resources and services to support the School specific needs whilst maintaining a coherent and standard approach to e-learning across the University.

- To work in partnership with the other ADU staff and Learning Technologists to provide consistent support for technology supported learning across the University, working as part of a cross university team to support other Faculties where necessary.

- To work in partnership with the other ADU staff and Learning Technologists to provide technical

experience and troubleshooting where necessary across the University.

- To work with ADU colleagues in liaison with other services such as Information Services.

- To organise, co-ordinate and deliver staff training as needed and appropriate.

- To work with School staff to organise, co-ordinate and deliver student training as needed and appropriate.

- To undertake any other reasonable duties as may be required by the manager, Dean and/or Director.

Special Conditions

The appointment will be based at the Stoke campus of the University, although the post holder will be required to travel nationally as part of the role.

Within the context of the main activities extended working hours may be required in line with the needs of the service and therefore a flexible approach will be required.

Variation to Job Description

The employer reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus, it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Conditions of Service

If you are successful in being appointed to a professional support role at Grades 1-6, you will be employed by Staffordshire University Services Limited (SUS Ltd).

Staffordshire University Services Limited is a wholly owned subsidiary company of Staffordshire University which provides professional support staff to undertake various roles and responsibilities associated with grades 1 to 6 on the Staffordshire University pay scale. You'll work alongside, and under the direction of colleagues, within the University's Schools and Services in the delivery of our University Plan and supporting KPIs. You will be subject to Staffordshire University's policies and procedures and will be eligible to participate in the Staffordshire University Pension Scheme.

Application Procedure

We encourage you to apply on-line at our website http://jobs.staffs.ac.uk as the system is user friendly and simple to complete.

We would ask all applicants to ensure that they have provided comprehensive information under each criteria in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.