

JOB DESCRIPTION

Job Title:	Learning Technologist
Grade:	This post has been evaluated at Grade 5
Responsible to:	Senior Learning Technologist
Date:	July 2021

Job Purpose

To be a part of a team providing learning technology support for students and staff of Falmouth University. The Digital Learning team:

- Provide development, enhancement, training in and support of online learning environments and services.

Share best practice, advise and support academic staff on designing technology into curricula. The main duties of the Learning Technologist are to develop and support learning technologies, advise and share best practice and design and deliver inductions, working with the user experience and learning design functions within the Digital Learning team.

The University takes Health and Safety matters very seriously. All staff have a responsibility to take reasonable care for the health and safety of themselves and others who may be affected by their actions and omissions. They also have a duty to comply with the University's arrangements for Health and Safety. Staff with responsibility for others must ensure the proper enactment of University policy within their areas in line with levels of responsibility set out in the University's Health and Safety Policy.

Main Duties and Responsibilities

1. To be responsible for the maintenance, development and enhancement of learning environments and services in line with the aims and objectives set by the institution as directed by the Senior Learning Technologist.
2. To be a point of contact for learning environments and services within the institution, designing and delivering inductions and training in the use of platforms, and promotion of those platforms to staff and students.
3. To be responsible for learning technology support for undergraduate and postgraduate programmes delivered across online provision and all campuses including collaborative partnerships. This will include:

- Advising and supporting academic staff in the incorporation and effective integration of learning technology into their academic curricula.
 - Helping academic staff with the pedagogic design and development of campus, blended and distance courses, identifying relevant local, national and international resources in support of this process.
 - Assisting staff in the practical design and importing of material into learning environments, networks or services and its integration with associated interactive tools.
 - Developing suitable platforms for the delivery of both academic courses and services as identified by other strategic aims such as research and / or enterprise.
4. Through the design, delivery and refinement of a series of workshops, group and one to one training - promote good practice, share ideas and experiences, and facilitate the development of learning environments and services supplied by the Digital Learning Team.
 5. To contribute to the development, planning and provision of digital services, including advice and help with digital video, audio, still image capture, digitisation and their online dissemination.
 6. To work with other specialist roles within the Digital Learning team to ensure learning environments meet the needs of their users, under the direction of the Senior Learning Technologist.
 7. To maintain a knowledge of IT and digital learning developments and to participate in the development of educational technologies, including attendance at events, and networking with peers to develop knowledge.
 8. To contribute to the maintenance and development of the departmental blogs, websites and online project spaces in liaison with the Senior Learning Technologist.
 9. To work with colleagues across the institution in order to contribute to the resolution of complex problems related to digital learning.
 10. To be responsible for the maintenance of project records and plans associated with the digital learning agenda.

General Duties and Responsibilities

1. To work within and actively support the equality and diversity policies and practices of Falmouth University.
2. To notify a more senior member of staff of any errors or concerns at the earliest opportunity.
3. To participate in the Annual Performance Development Review Process.
4. To ensure that the universities cross-cutting themes of partnership, equality and diversity and sustainability inform all activity related to the role.
5. To ensure communications systems and practices support effective management arrangements and promote good relations with staff and students.
6. To work within a framework of effective governance, ensuring compliance with relevant Regulations, Legislation/Policies and Procedures.
7. To be responsible for your own continuing self-development.
8. Working within the Health and Safety at Work Act, the post holder has a legal duty to take reasonable care for Health and Safety both for themselves and others who may be affected by their actions. They are also required to undertake Health and Safety training commensurate with the level required by the post and to take part in risk assessment procedures and the implementation of agreed recommended work practices within the area.
9. To undertake other duties not specifically stated above, which from time to time are necessary for the effective performance of the Universities business without altering the nature or level of responsibility involved.

Health & Safety Requirements

In relation to Health and Safety, you are responsible for ensuring that:

- You comply with safe systems of work in operation within your work area.
- You work co-operatively with other staff who have responsibility for Health and Safety Requirements.
- You report any health and safety concerns to your manager or other responsible member of staff as soon as these are identified.
- You attend training as appropriate to your role (see the relevant Health and Safety Training Grid for requirements).
- You may be required to undertake duties as a first aider (for which a separate allowance is paid).

PERSON SPECIFICATION

Job Title: Learning Technologist

Attributes	Essential Requirements	Desirable Requirements
Education and Qualifications	Graduate or equivalent level of qualification or equivalent extensive experience.	Postgraduate qualification in a relevant discipline. Associate fellowship of HEA and/or CMALT practitioner.
Experience and Knowledge	<p>Knowledge of using and administering open source learning / content management systems.</p> <p>Previous experience of developing online environments, networks or servers to support campus, blended and distance based courses.</p> <p>Previous experience of working in a supportive, technology focused environment</p> <p>Demonstrable (or previous) experience of working collaboratively within a team</p> <p>Previous experience of training people at different levels of competency in the use of online learning environments, business or research networks and associated services.</p> <p>Knowledge of modern web standards and protocols for developing web-based resources.</p> <p>An understanding of pedagogic principles associated with enhancing learning through technology. An</p>	<p>Previous experience of working with digital learning within an HE environment.</p> <p>An interest in the development of educational materials.</p> <p>Previous experience of the Moodle and Canvas platforms</p> <p>Familiarity with Javascript, PHP and MySQL.</p>

	<p>interest in the pedagogy of e-learning.</p> <p>Familiarity with media creation and manipulation software.</p>	
Skills and Personal Requirements	<p>Excellent IT skills, including complex CMS management.</p> <p>An ability to work to quickly changing deadlines.</p> <p>Ability to work without supervision and prioritise a variety of tasks.</p> <p>Ability to manage a varied and demanding workload.</p> <p>Excellent interpersonal and communication skills.</p>	<p>A creative approach to problem solving.</p> <p>Skilled in Systems Administration/DevOps</p>