

## JOB DESCRIPTION

## DIGITAL LEARNING

**Job title:** Educational Technologist

**Grade:** 6

**Responsible to:** Senior Learning Designer

**Date:** March 2025

**Job purpose:** The Educational Technologist will play a key role in the design, development, and implementation of innovative digital learning solutions at Falmouth University. This role will integrate the responsibilities of both Learning Designers and Learning Technologists to provide seamless support for academic teams in the creation of engaging, scalable, and technology-enhanced learning experiences. The post holder will primarily support the development of new courses, such as the Integrated Masters in Liberal Arts, while contributing to the maintenance and enhancement of existing online programs.

This role is essential to fulfilling the University's strategic goal of expanding and enhancing its online learning provision. By embedding digital pedagogies and leveraging technology, the Educational Technologist will ensure that learning experiences are innovative, accessible, and aligned with curriculum principles and quality assurance standards.

### Main duties and responsibilities

1. Collaborate with academic teams to design, develop, and enhance digital learning experiences across various modes of study (campus-based, blended, and online).
2. Provide expertise on pedagogic design and learning technology integration to enhance teaching, assessment, and student engagement.
3. Lead course design workshops, advising on curriculum alignment, accessibility, and digital assessment strategies.
4. Support academics in designing effective and engaging learning activities, leveraging appropriate educational technologies.
5. Maintain, develop, and optimize the university's learning environments (e.g., Moodle, Canvas) and associated digital tools.
6. Train and support academic staff in using learning technologies effectively, ensuring alignment with best practices in digital pedagogy.

7. Develop and implement innovative digital learning solutions, including multimedia content, interactive learning objects, and online assessments.
8. Actively engage with staff and students to promote best practices in the use of digital tools and resources for teaching and learning.
9. Evaluate and implement new technologies and pedagogical approaches to support online learning innovation.
10. Work closely with IT, academic staff, and other professional services to support digital learning projects and initiatives.
11. Ensure all activities offer value for money and any digital learning decisions remain within assigned budget.
12. Ensure that digital learning resources comply with accessibility standards and quality assurance processes.
13. Stay informed about developments in learning technology, instructional design, and higher education trends, sharing insights and best practices across the institution.
14. Represent the Digital Learning team at internal and external events, building partnerships to advance digital education at Falmouth University.

#### **General duties and responsibilities**

1. To perform to high professional standards.
2. To manage independently any errors or concerns at the earliest opportunity, or notify a senior member of staff as appropriate.
3. To use initiative in order to determine priorities, work with autonomy, and work effectively with senior colleagues.
4. To be responsible for your own continuing self-development.
5. To undertake other duties not specifically stated above, which from time to time are necessary for the effective performance of the University's business without altering the nature or level of responsibility involved.
6. To work within and actively support the equality and diversity policies and practices of Falmouth University.
7. To participate in the University's Annual Performance Development Review Process.

#### **Health and safety at Falmouth University**

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 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.

#### **Health & safety requirements**

- In relation to health and safety you must comply with all relevant legal requirements. You are specifically 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

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**Job title:** Educational Technologist

Attributes	Essential requirements	Desirable requirements
<b>Education and qualifications</b>	<p>A degree or equivalent qualification in a relevant discipline or extensive experience in learning design and educational technology.</p> <p>Strong digital literacy skills, with experience in instructional design and online learning environments.</p>	<p>Postgraduate qualification in educational technology, instructional design, or a related field.</p> <p>Professional accreditation (e.g., CMALT, SFHEA)</p>
<b>Experience and knowledge</b>	<p>Demonstrable experience in designing and developing online and blended learning experiences.</p> <p>Proven expertise in the application of learning technologies to enhance student learning.</p> <p>Experience delivering training and workshops to academic staff on the use of digital learning tools.</p> <p>Knowledge of pedagogic design, assessment strategies, and accessibility standards in online learning.</p> <p>Experience working with Learning Management Systems (Moodle, Canvas, etc.) and associated educational tools.</p> <p>Understanding of current trends in digital education and learning analytics.</p>	<p>Experience in media production (video, audio, interactive resources).</p> <p>Experience with coding, scripting, or web development for digital learning applications</p>

<b>Skills and personal requirements</b>	<p>Excellent communication, collaboration, and problem-solving skills.</p> <p>Ability to manage multiple projects and work effectively under pressure.</p> <p>Strong organizational skills with attention to detail.</p> <p>A proactive approach to innovation and digital learning enhancement.</p> <p>Ability to work independently and as part of a multidisciplinary team.</p>	
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