

1 Advertisement

Post Title: Learning Technologist (Online Distance Learning)

School/department: Technology Enhanced Learning

Hours: Full Time,

Contract: Permanent

Reference: 2190

Salary: Starting at £30,046 and rising to £33,797 per annum (It is normal to appoint at the lower end of the scale)

Placed on: 8 October 2019

Closing date: 18 October 2019

Expected interview date: TBC

Expected start date: As soon as possible

The University of Sussex is seeking to appoint an enthusiastic, creative and highly motivated Learning Technologist to support the development and delivery of the University's emerging online distance learning (ODL) course provision.

The post holder will evidence relevant experience in the support of technology in a further or higher education context. Demonstrable expertise in learning design, experience in multimedia production and an understanding of emerging developments in the field of learning technology are essential requirements of the post. Understanding user experience (UX) principles and online accessibility guidelines would also be beneficial to ensure all students get the best experience from their learning.

The post holder will possess a degree or equivalent combined with excellent communication and team working skills. Alongside highly developed technical ability, candidates will need to demonstrate a firm understanding of how digital technologies can be used effectively to facilitate learning.

This is an exciting opportunity to join a specialist team committed to educational innovation and delivering a high-quality experience for our students and staff.

If you would like to discuss the role in more detail, please contact Mellow Sadik, Online Distance Learning Manager on m.sadik@sussex.ac.uk or Dr David Walker, Head of Technology Enhanced Learning on d.j.walker@sussex.ac.uk

For full details and how to apply see our [vacancies page](#)

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

2. Senior leadership and management

The Vice-Chancellor (Professor Adam Tickell) is the senior academic officer and, as Chief Executive, is responsible to the University Council for management of the University. He is supported by an executive group, which includes the Deputy Vice-Chancellor, the three Pro-Vice-Chancellors, the Chief Operating Officer, the Director of Finance and the Director of Human Resources. The Heads of the Schools of Studies at Sussex report to the Deputy Vice-Chancellor.

The Chief Operating Officer heads the Professional Services of the University. In addition, under the University Statutes, the Chief Operating Officer is Secretary to the University Council. The Director of Finance reports to the Vice-Chancellor, the Director of ITS and the Librarian report to the Chief Operating Officer.

3. Technology Enhanced Learning

Technology Enhanced Learning (TEL) is a division of the Directorate for the Student Experience which provides specialist services focussed on enhancing educational practice and enriching student learning. The team works collaboratively with Schools and other Professional Services to provide advice and support in the effective use of technologies in teaching, learning and assessment. TEL are service owners of the University's Virtual Learning Environment (Canvas), support the use of a number of other key systems including electronic submission (Turnitin/Mahara), and have lead responsibility for the development and delivery of the University's online distance learning provision working in partnership with Pearson Education.

4. Job Description

Department:	Technology Enhanced Learning
Section	Directorate for the Student Experience
Job title:	Learning Technologist (Online Distance Learning)
Grade:	6
Responsible to:	Online Distance Learning Manager, Head of Technology Enhanced Learning
Responsible for:	N/A

Job Purpose:

To work in partnership with Academic Schools, Professional Service colleagues and the University's distance learning partner Pearson Education to develop high quality digital content, engaging learning activities and authentic assessment approaches as part of a portfolio of new postgraduate courses to be delivered online.

Key Duties and Responsibilities

1. To provide pedagogic advice, guidance and specialist technical support to Academic Schools in the design, development and delivery of online courses and in the support of associated processes.
2. To facilitate access to expertise, services and resources relating to online learning.
3. To contribute to the development of strategy and policy, by providing expert advice, writing or commenting upon draft documentation and through the identification of needs and opportunities for the development of online learning at Sussex.
4. To undertake other projects and duties as required from time-to-time.

1. To provide pedagogic advice, guidance and specialist technical support to Academic Schools in the design, development and delivery of online courses and in the support of associated processes.

- 1.1 Working in collaboration with Academic and Professional Service staff and University Partner, provide specialist support for the planning and development of digital teaching, learning and assessment materials and activities that can be used to facilitate learning in a fully online environment.
- 1.2 Contribute to development and training that focuses on the use of learning technologies in online courses; to raise staff and student confidence and ability in the use of digital technologies and to contribute to the planning and delivery of staff development activities in this area.

- 1.3 Setting and negotiating operational priorities with academic staff in Schools, and in conjunction with the Sussex Online Distance Learning Manager, to facilitate the development and delivery of online course provision.
 - 1.4 Ensuring documentation and support materials are maintained and refreshed and that new materials are designed to meet the University's required standard.
- 2. To facilitate access to expertise, services and resources relating to online learning.**
- 2.1 Liaise with other Professional Service units within the institution that have related expertise and objectives in the context of online learning, to act as broker and to facilitate the exchange of ideas and experience in online learning and teaching.
 - 2.2 Provide support to all online course stakeholders, academic and administrative staff, and students.
 - 2.3 Engage in relevant regional and national networks and projects so that best practice can be evaluated and transferred to the University where appropriate.
- 3. To contribute to the development of strategy and policy, by providing expert advice, writing or commenting upon draft documentation and through the identification of needs and opportunities for the development of online learning at Sussex.**
- 3.1 Advise and assist the development of online learning through collaborative project work and other means as prescribed by the University's Strategy.
 - 3.2 Contribute to the development of understanding and practice in the field of online/technology enhanced learning through engagement with discussions (formal and informal), conferences, workshops and research.
 - 3.3 Provide appropriate guidance and advice on the problems and complexities of practice in the adoption of online learning at the University.
 - 3.4 Undertake research, monitor or formally evaluate projects or initiatives as required.
 - 3.5 Archive, manage and facilitate access to electronic resources.
 - 3.6 To be responsible for projects and initiatives as directed by the Head of Technology Enhanced Learning, planning and executing delivery to meet business needs.
- 4. To undertake other projects and duties as required from time-to-time.**

This Job Description sets out current duties of the post. Duties may vary from time to time without changing the general character of the post or the level of responsibility entailed.

Date: August 2019

5. Person Specification

Skills and Abilities	Essential	Desirable
Use of design and web authoring packages to produce high-quality digital content and experience in a range of appropriate software tools.	X	
Excellent interpersonal and customer service skills, diplomacy and persuasiveness.	X	
Excellent oral and written communication skills, the ability to write to a high standard of accuracy and detail.	X	
Ability to confidently express points to peers and members of School management	X	

Qualifications	Essential	Desirable
A relevant Degree or equivalent qualification.	X	
Either Postgraduate Certificate in Higher Education (PGCertHE), or Certified Membership of the Association for Learning Technology (CMALT) or equivalent.		X
Demonstrable personal and professional development relevant to the role.	X	
Awareness of current policy and climate in HE both nationally and internationally; along with an understanding of the regulatory issues and current challenges relevant to HE.	X	

Experience	Essential	Desirable
Established Learning Technologist experienced in the pedagogic use of e-learning technologies in a further/higher education environment.		X
Experience of developing high quality and highly accessible digital teaching and learning resources.	X	
Experience of using a virtual learning environment to support technology enhanced learning activities (e.g. as an administrator/designer/tutor)	X	
Experience of planning, implementing and evaluating procedures		X
Experience of collaborative working with academic and technical staff.	X	
Experience of giving presentations / demonstrations and / or one-to-one training	X	

Personal Attributes	Essential	Desirable
Ability to take the initiative and be proactive	X	
Ability to prioritise tasks and meet deadlines.	X	
Commitment to learn new skills and to keep abreast of developments in both pedagogy and the field of learning technology.	X	
Demonstrable awareness of the impact of technology in relation to equality and diversity policy in teaching and learning and the student experience in higher education.	X	
High level interpersonal and communication skills with the ability to build and maintain effective collaborative professional relationships with individuals at all levels.	X	