Academic Registry, Technology Enhanced Learning Office
Learning Technologist
Permanent, full time
Salary range: starting at £28,452 and rising to £32,004 per annum
Closing date for applications: 1 February 2017

The Technology Enhanced Learning Office, a division of the Academic Registry, supports the implementation of the University’s strategic teaching and learning priorities through the promotion of technology related innovation in teaching and learning.

We are seeking to appoint an enthusiastic, creative and highly motivated Learning Technologist to help us maximise the effective use of emerging techniques and technologies to enhance the learning experience at Sussex. The role involves working in partnership with academic staff and students to support the application of learning technologies in the design, development and delivery of curricula and to act as a change agent in this area.

The ideal candidate will demonstrate relevant experience in the support of technology in a higher education context. Demonstrable awareness of future trends in learning technology, experience in multimedia production and/or web design and experience in providing pedagogic guidance to academic staff in the use of technology in teaching and learning would be advantageous.

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

If you would like to discuss the role in further detail, please contact Dr David Walker, Head of Technology Enhanced Learning d.j.walker@sussex.ac.uk

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 three Pro-Vice-Chancellors, the Registrar and Secretary, the Director of Finance and the Director of Human Resources. The Heads of the Schools of Studies at Sussex report to the Pro-Vice-Chancellors.

The Registrar and Secretary heads the Professional Services of the University. In addition, under the University Statutes, the Registrar and Secretary is Secretary to the University Council. The Director of Finance reports to the Vice-Chancellor. The Director of ITS reports to the Registrar and Secretary, and the Librarian reports to one of the Pro-Vice-Chancellors.

3. Professional Services

The Professional Services comprise approximately 650 staff across eleven main divisions. The budget is approximately £12m a year.

Reporting to the Registrar and Secretary, the Professional Services are organised as follows:

- Academic Registry
The University’s professional services also include the Finance Division, with the Director of Finance reporting to the Vice-Chancellor.

The professional services support within each of the eleven Schools of Studies is headed by a School Administrator who reports to their Head of School.

**Academic Registry**

The Academic Registry provides a range of support services, to students and to staff in Schools and Departments at Sussex.

The department manages the University's links with external bodies such as: UCAS, HEFCE, Student Loan Company, Higher Education Statistics Agency and Training and Development Agency, the Quality Assurance Agency (QAA) and professional and statutory bodies (PSBs).

Our services include:

- admissions for undergraduate, taught postgraduate and research postgraduate, for both home/EU and international students
- academic appeals and student complaints
- student registration exam timetabling and e-assessment
- management of University Teaching and Learning Committee
- business management of University quality assurance processes
- student progress and assessment
- central support and coordination for academic programme development
- external partnerships
- academic policy and procedures, including assessment regulations
- timetabling of teaching and managing room bookings
- maintaining student records (current and past) and management of registration
- production of student transcripts and degree certificates
- management information
- support for teaching and learning for staff and students
- technology enhanced learning
- UKVI compliance

The Technology Enhanced Learning Office was established in 2014 to support the implementation of learning technologies and digital practices across the University's Schools. It supports curriculum innovation through the provision of specialist pedagogical advice, technical assistance, project-based support and by facilitating the sharing/dissemination of good practice across the institution.
4. Job Description

Department: Technology Enhanced Learning Office

Section: Academic Registry

Job title: Learning Technologist

Grade: 6

Responsible to: Head of Technology Enhanced Learning

Responsible for: N/A

Job Purpose:

To work in partnership with academic staff to support the application of learning technologies in the design, development and delivery of curricula and to act as a change agent in this area. To induct and support staff and students into the use of the University's virtual learning environments (Moodle), developing materials, providing training and support as required.

The post holder will contribute to the strategic identification, promotion, scholarship and dissemination of excellence in learning and teaching and take a proactive role in supporting staff and student development projects through the use of learning technologies including multimedia, mobile learning applications and social media.

The post-holder will require an understanding of the pedagogic use of learning technology and will demonstrate a high commitment to a learner focused service as well as having a flexible and multi-skilled approach. The post holder will have experience in video production, podcasting and/or web design.

Key Duties and Responsibilities

1. To provide pedagogic advice, guidance, encouragement and support on the use of technology in teaching and learning to academic staff and to act as change agent in the design, development and delivery of the curriculum and in the development of student support systems.

2. To facilitate access to expertise, services and resources relating to technology enhanced 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/deployment of learning technologies at Sussex.

4. To undertake other projects and duties as required from time-to-time
1. To provide pedagogic advice, guidance, encouragement and support on the use of technology in teaching and learning to academic staff and to act as change agent in the design, development and delivery of the curriculum and in the development of student support systems.

1.1 Working with teaching and learning support staff in advising and supporting them in the development of teaching and learning strategies and materials that can be used in an online environment to facilitate learning.

1.2 Contributing to development and training that focuses on the use of learning technologies in teaching and learning; 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 to enable the delivery of School technology enhanced learning strategies/initiatives.

1.4 Ensuring existing 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 technology enhanced learning provided by the other professional areas within the University.

2.1 Liaise with other units within the institution that have related interests and objectives, the Library and Information and Technology Services in particular, to act as broker and to increase colleagues' awareness of existing practice and enable the exchange of ideas and experience in technology-supported learning and teaching.

2.2 Provide support to all users of learning technologies, 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/deployment of learning technologies at Sussex.

3.1 Advise and assist the development of technology enhanced 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 learning technology 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 learning technologies 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.
3.7 To develop additional Technology Enhanced Learning services/professional development initiatives in support of the University’s TEL agenda.

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.

5. Person Specification

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

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<tr>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>A relevant Degree or equivalent qualification.</td>
<td>X</td>
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<td>Either Postgraduate Certificate in Higher Education (PGCertHE), or Certified Membership of the Association for Learning Technology (CMALT) or equivalent.</td>
<td>X</td>
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<td>Demonstrable personal and professional development relevant to the role.</td>
<td>X</td>
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<td>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.</td>
<td>X</td>
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7. Experience

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<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Established Learning Technologist experienced in the pedagogic use of e-learning technologies in a higher education environment.</td>
<td>X</td>
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<td>Experience of developing high quality and highly accessible digital teaching and learning resources.</td>
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<td>Experience in a comparable role within the higher education sector</td>
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<td>Experience of using a virtual learning environment (e.g. Moodle) to support</td>
<td>X</td>
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<td>Personal Attributes</td>
<td>Essential</td>
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<td>Ability to take the initiative and be pro-active</td>
<td>X</td>
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<td>Ability to prioritise tasks and meet deadlines.</td>
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<td>Demonstrable service orientation together with a “client/customer” focus.</td>
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<td>Commitment to learn new skills and to keep abreast of developments in both pedagogy and the field of learning technology.</td>
<td>X</td>
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<td>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.</td>
<td>X</td>
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<tr>
<td>High level interpersonal and communication skills with the ability to build and maintain effective collaborative professional relationships with individuals at all levels.</td>
<td>X</td>
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