Academic Registry, Technology Enhanced Learning Office
Technology Enhanced Learning Coordinator
Permanent, full time
Salary range: £20,624 to £23,879 per annum

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

We are seeking to appoint an enthusiastic, creative and highly motivated individual to join our team and support our efforts to promote the effective use of digital technologies to enhance teaching and the student learning experience at Sussex. The role involves coordination of the department’s programme of workshops and events; provision of project support including support for the University’s e-submission and e-feedback process; support for the department’s digital communication channels; production of the department’s termly newsletter and; provision of administrative support to the Head of Technology Enhanced Learning

This is an exciting opportunity to join a specialist team committed to supporting innovation in teaching and learning and an opportunity for an individual interested in a career within the field of learning technology to gain valuable skills and experience in a supportive digital environment.

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

Closing date for applications: 13 March 2017

For full details and how to apply see www.sussex.ac.uk/jobs

The University of Sussex is committed to equality of opportunity

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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
- Communications
- Development and Alumni Relations
- Estates and Facilities Management
- Health, Safety and Environment
- Human Resources
- Planning, Governance and Compliance
- Research and Enterprise
- Residential, Sport and Trading Services
- Student Recruitment Services
- Student Services

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 for the post of: Technology Enhanced Learning Coordinator**

**Department**
Academic Registry

**Section / Unit / School**
Technology Enhanced Learning (TEL)

**Location**
Essex House

**Grade**
4

**Responsible to**
Head of Technology Enhanced Learning

**Responsible for**
N/A

**Purpose of the post:**
Technology Enhanced Learning, a division of the Academic Registry, supports the implementation of the University’s strategic teaching and learning priorities through the provision of support for technology related innovation in teaching and learning.

We are seeking to appoint an enthusiastic, creative and highly motivated individual to join our team and support our efforts to promote the effective use of digital technologies to enhance teaching and the student learning experience at Sussex. The role involves coordination of the department’s programme of workshops and events; provision of project support including support for the University’s e-submission and e-feedback process; support for the department’s digital communication channels; production of the department’s termly newsletter and; provision of administrative support to the Head of Technology Enhanced Learning.

This is an exciting opportunity to join a specialist team committed to supporting innovation in teaching and learning and an opportunity for an individual interested in a career within the field of learning technology to gain valuable skills and experience in a supportive digital environment.

**Key Responsibilities:**

1. **Organise and support projects**
1.1 Support the activities of the Technology Enhanced Learning Office including activities in support of the University’s e-submission and e-feedback (ESEF) process, which may include organising workshops and events; report generation; the testing of new applications; and production of help documentation.

2. **To provide administrative assistance to the Head of Technology Enhanced Learning**
2.1 Managing invoices and payments
2.2 Confidential filing and record keeping
2.3 Equipment management
3 Coordinating the publication of Technology Enhanced Learning Office information

3.1 Maintaining records and databases
3.2 Maintaining a comprehensive set of departmental records and documentation
3.3 Undertake editorial duties relating to the departmental website, following University guidelines and as part of the network of web editors within the TEL Office.
3.4 Provide local support to the Head of TEL in the department’s teaching and learning dissemination activities including support for appropriate meetings.
3.5 Support internal TEL professional development activities (e.g. setting up and promoting workshops and events) linking in to University wide internal communications team.
3.6 Undertake editorial activities for TEL newsletter, contribute to TEL blog and other social media channels
3.7 Coordination of student representation and engagement in TEL projects.

4 Supporting the Technology Enhanced Learning Management team in the range of people-management activities

4.1 Act as a liaison point with Finance/HR administration
4.2 Support arrangements for staff recruitment
4.3 Support for staff induction
4.4 Maintaining records of absence due to sickness and holidays

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

5. Person Specification for the post of: TEL Coordinator

SKILLS / ABILITIES

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<tr>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>Excellent written and oral skills with a concern for accuracy</td>
<td>X</td>
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<td>Ability to prioritise work to meet deadlines in a busy work environment</td>
<td>X</td>
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<tr>
<td>IT literate with proven experience working with MS Office products and with the ability to learn new software/systems</td>
<td>X</td>
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<tr>
<td>Evidence of a good level of analytical and numerical ability</td>
<td>X</td>
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<td>A proactive approach to problem solving</td>
<td>X</td>
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<td>Comfortable working on routine aspects of administration</td>
<td>X</td>
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<td>Ability to communicate effectively and build relationships with a wide range of different people</td>
<td>X</td>
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**KNOWLEDGE**

<table>
<thead>
<tr>
<th>Knowledge/Commitment</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>Knowledge of and commitment to proving a high level of service</td>
<td>X</td>
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<td>Demonstrable understanding of HE sector</td>
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<tr>
<td>Evidence of a high degree of personal initiative and commitment to self-development</td>
<td>X</td>
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**EXPERIENCE**

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<thead>
<tr>
<th>Experience</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>Providing administrative support including supporting and servicing meetings and committees and report writing.</td>
<td>X</td>
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<td>Working within a higher education environment</td>
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<td>X</td>
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<td>Working within an administrative role in a busy environment</td>
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<td>Working in a changing work environment and making a positive contribution to the change</td>
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<td>Experience of producing/contributing to marketing materials and publications</td>
<td>X</td>
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**PERSONAL ATTRIBUTES AND CIRCUMSTANCES**

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<thead>
<tr>
<th>Personal Attributes/Commitments</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Sensitivity, tact and the ability to remain calm when working to different priorities</td>
<td>X</td>
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<td>Experience of working cooperatively as part of a team to meet objectives</td>
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<td>Approachable, helpful and flexible</td>
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<td>Commitment to providing a high standard of service</td>
<td>X</td>
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<tr>
<td>Appreciation of the need to maintain confidentiality and keep information and data secure</td>
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<td>X</td>
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<tr>
<td>Understanding of and commitment to confidentiality</td>
<td>X</td>
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