



UNIVERSITY
OF SUSSEX



1 Advertisement

Post Title: Learning Technologist (Skills Hub)

School/department: Student Experience: Technology Enhanced Learning

Hours: part time hours considered up to 21.9 hours per week (0.6fte). Requests for flexible working options will be considered (subject to business need).

Contract: fixed term (10 months)

Reference: 6270

Salary: starting at £30,497 to £34,304 pro rata

Placed on: 14 September 2021

Closing date: 05 October 2021 Applications must be received by midnight of the closing date.

Expected Interview date: to be confirmed

Expected start date: As soon as possible

The University of Sussex is seeking to appoint a skilled, creative and self-motivated Learning Technologist to help us redevelop the [Skills Hub website](#).

This role involves working in partnership with professional services, academic staff and students to redesign and redevelop the Skills Hub website.

The ideal candidate will:

- have experience in developing high-quality online learning experiences
- demonstrate an awareness of the importance of inclusive practices, accessibility and assistive technologies
- be abreast of developments in digital education practice and emerging fields
- be skilled in the use of a variety of software and services and in the production of digital resources

They will collaborate with Academic Skills Consultants, with Learning and Teaching Librarians, with Learning Technologists and with Web Developers to redevelop the Skills Hub website to create a modern and intuitive digital solution for delivery of academic skills support at the University of Sussex.

The candidate should be able to demonstrate a record of ongoing professional development as well as excellent communication and interpersonal skills, in order to develop strong working relationships across the University.

This is an exciting opportunity to join a specialist team and university partners committed to academic skills development and to delivering a high-quality experience for our staff and students.

If you would like to discuss the role in further detail, please contact Clare Hardman Academic Skills Manager, c.l.m.hardman@sussex.ac.uk for informal enquiries.

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. The Division

Please find further information regarding the school/division at [Student Experience](#). See also [Technology Enhanced Learning at Sussex](#) and [Skills Hub](#).

3. Job Description

Job Description for the post of: Skills Hub Learning Technologist

Department:	Student Experience
Section/Unit/School:	Technology Enhanced Learning
Location:	The Library
Grade:	6
Responsible to:	Learning Technologies Manager
Responsible for:	N/A

The post holder will:

- Require an understanding of the pedagogic use of digital technologies.
- Work in partnership with academic and professional service staff to redevelop the Skills Hub website.
- Help to design the shape, scope and user experience of the new Skills Hub website.
- Lead on creating new content for the Skills Hub website (transferring existing resources and creating new online learning materials).
- Carry out user testing throughout the redevelopment.
- Provide expertise to Redevelopment Project Team and regular progress reports.
- Demonstrate a strong commitment to the learner experience as well as having a flexible and multi-skilled approach.

Key Duties and Responsibilities

1. To work with partners in professional services, the Library and Academic Skills team, providing pedagogic advice and technical expertise, to help design the shape and scope of the new Skills Hub website.

- 1.1. Help to ensure the Skills Hub redevelopment meets the needs identified by students and staff during the requirements gathering phase of the project.
- 1.2. Support additional requirements gathering; this may include contributing to focus groups with Sussex students and staff, outlining content by audience (e.g. pre-arrival, first-year, second year and resources for staff to use in teaching).

- 1.3. Help to make recommendations for the scope of Skills Hub content, content style and content format. Identifying priority topics for content development and content redesign.
 - 1.4. Provide technical expertise and advice regarding the design and integration with other systems (e.g. events booking systems).
 - 1.5. Help to specify functionality including integration of a log-in (using Canvas) to the new open access Skills Hub site (using the university of Sussex Website Content Management system).
- 2. To work with partners in TEL, the Web Team, the library, academic skills team, students and academics to design the new Skills Hub user experience.**
- 1.1 Collaborate with students, Web Team and TEL to design a user friendly new Skills Hub website (consistent with WCM / Canvas).
 - 1.2 Ensure the new Skills Hub site design is mobile friendly and accessible for all learners (the site must comply with latest accessibility legislation).
 - 1.3 Create wireframe for new Skills Hub illustrating site 'look and feel' and ensuring consistency when moving from WCM (Website Content Management) system to Canvas.
 - 1.4 Informed by your understanding of technology enhanced learning and usability ensure that students and staff are involved in the Skills Hub redesign for example via user testing activities.
- 3. To lead on adapting content and creating new content for Skills Hub.**
- 3.1. Design and Create new Skills Hub site structure and test site map with staff and students.
 - 3.2. Help to review and redevelop existing content on the Skills Hub website using pedagogical expertise in learning design.
 - 3.3. Manage the transfer of content to new Skills Hub site ensuring good file management systems and documentation for future Skills Hub editors.
 - 3.4. Design and develop a set of tools for quizzes, videos, animations etc. that will sit across platforms.
 - 3.5. Contribute to the evaluation of the new Skills Hub website
 - 3.6. Help to develop new student and staff Skills Hub videos.
- 4. To provide expertise to Redevelopment Project Team and regular progress reports.**

- 4.1. Review and contribute to redevelopment project plan. Set realistic milestones for redevelopment and help to ensure that the project is delivered on time.
- 4.2. Provide regular progress reports to Redevelopment Project Team and attend monthly meetings.
- 4.3. Engage in relevant regional and national networks and projects so that best practice can be evaluated and transferred to the Skills Hub redevelopment where appropriate.
- 4.4. Evaluate and experiment with emerging technologies and pedagogical practices to identify potential applications to enhance online academic skills resources on Skills Hub.

5. 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.

4. Person Specification

Skills, Knowledge and Abilities	Essential	Desirable
Technical and creative ability using design, media and web authoring packages to produce high-quality digital content; skilled use of a range of appropriate software tools. For example, Photoshop and H5P.	X	
Basic JavaScript		X
Proficiency in HTML and CSS	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 clarity, accuracy and detail.	X	
The ability to confidently express points to peers and members of School management.	X	

Awareness of current policy and climate in HE both nationally and internationally; along with a demonstrable understanding of regulatory issues and current challenges relevant to UK Higher Education.	X	
Understanding of the impact of digital technology in relation to equality and diversity in the student experience of teaching and learning in higher education.	X	

Experience	Essential	Desirable
Experience in the use of digital technologies for teaching and learning; experience of using a virtual learning environment / learning management system.	X	
Experience of developing high quality, accessible, digital teaching and learning resources.	X	
Experience of collaborative working with academic and professional service staff.		X
Experience of giving presentations / demonstrations and / or one-to-one training.	X	
An established Learning Technologist with experience in a higher education environment.		X
Experience of project work and the process of planning, implementing and evaluating work.	X	

Personal Attributes	Essential	Desirable
Ability to take the initiative and be proactive.	X	
Ability to plan, prioritise tasks and meet deadlines.	X	

Demonstrable service orientation together with a “client/customer” focus.	X	
Openness to learning new skills and a commitment to keep abreast of developments in both pedagogy and the field of learning technology.	X	
High level interpersonal and communication skills, with the ability to build and maintain effective collaborative professional relationships with individuals at all levels.	X	

Qualifications	Essential	Desirable
A relevant degree or equivalent qualification.	X	
Demonstrable personal and professional development relevant to the role.	X	
Postgraduate Certificate in Higher Education (PGCertHE), Certified Membership of the Association for Learning Technology (CMALT) or an equivalent qualification or accreditation.		X