Job Description and Person Specification

Learning Technologist

November 2019

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Our Vision, Mission and Values

Vision

Our vision is:

To offer students from all backgrounds the opportunity to define and pursue success through education.

Mission

Our mission is to:

Grow a diverse and dynamic academic community that values curiosity, creativity and critical thinking.

Nurture a culture that rewards kindness, excellence and accountability to each other, our communities and the world.

Inspire and support our students and staff to achieve their full potential and make valuable contributions to society.

Values

Our values are:

Be inclusive
Welcome difference as a source of strength and enrichment.

Be curious
Ask questions. Be open to new ideas. Yearn to learn.

Show courage
Challenge yourself. Dare to think differently. Stand up for what's right.

Make things happen
Take ownership. Act responsibly. Get things done.

Don't be mean
Talk straight. Don't play games. Treat people well.

Job Description: Learning Technologist

Job Title:	**Learning Technologist**
Salary:	Grade 2: £28,000 to £37,500
Hours of Work:	37.5 hours per week, Monday to Friday 09.00 to 17.00
	A non-contractual flexible working scheme may be available for this post
	Occasional weekend work may be required, by agreement
Holidays (Paid):	25 days (some of which to be taken during Christmas/New Year shut down), plus public holidays
Pension:	Contributory pension scheme
	Full details are available from the Finance Department
Main purpose of the role:	Undertake the role of Learning Technologist providing a high-quality service that meets the research, teaching and learning needs of the institution, and to make an active contribution to the overall strategic direction of the Learning Technology Team.
	Note: The post holder may be required to undertake tasks outside of the Job Description and this may require the post holder to work outside their own Division/Department
Reporting to:	Head of Learning Technology
Location:	99 Gower Street, London, WC1E 6AA

Main Tasks

The main tasks of the job are:

- Ensure all tasks are undertaken within the spirit of Bloomsbury Institute's vision, mission and values.

- Make an active contribution to student learning and success.

- Provide a high-quality service that meets the research, teaching and learning needs of the institution as these change and develop in line with internal priorities and external drivers.

- Make an active and informed contribution to the overall strategic direction of the Learning Technology Team (LTT).

- Lead in two areas of LTT provision e.g. accessibility, eBooks, Proquest, application of learning design, survey reporting, Canvas quality standards.

- Maintain current awareness and provide guidance, as required, concerning regulatory issues including Intellectual Property Rights and Copyright.

- Engage with other professional services across the institution to support partnership and collaborative working, and taking opportunities to contribute to relevant initiatives.

- Participate in external networks, and otherwise to keep abreast of current and likely future developments, using this intelligence to ensure that current practice across the institution in the provision of teaching, learning and research is sector leading.

- Attend Staff Meetings and Staff Development sessions.

- Carry out duties and responsibilities at all times with due regard to relevant regulations, policies and procedures, including those relating to health and safety.

- Ensure all communications with students and colleagues are in line with Bloomsbury Institute Tone of Voice Guidelines.

- Adhere to the provisions of data protection legislation, and refrain from sharing any personal or other information relating to students with any third party without the Line Manager's express permission.

- In addition to the above tasks, to undertake any other tasks as directed by the Line Manager (or nominee).

The above is not an exhaustive list of tasks as the role may change to meet the institution's overall objectives. These tasks are subject to amendment over time as priorities and requirements evolve and as such the job description may be amended at any time by the line manager following discussion with the post holder.

Person Specification: Learning Technologist

Essential criteria [i.e. the criteria that an applicant must satisfy]

Qualifications

- Undergraduate degree in a relevant discipline.

- Associate Fellowship of the Higher Education Academy (or commitment to achieve such Fellowship within six months of appointment).

Experience

- Understanding of UK Higher Education teaching and learning methodology.

- Experience of using a virtual learning environment (e.g. Canvas, BlackBoard) and technical implementation and systems management experience.

- Experience of learning design principles and processes that can be drawn on to design creative and fit for purpose programmes, teaching sessions and staff/student training.

- Experience in supporting the use of educational tools and technologies within the higher education sector.

- Evidence of teaching and learning (including eLearning) innovation and creativity.

- Experience of working with a range of learning technology tools, to include video/lecture capture (e.g. Panopto, Echo360) and video screen capture tools (e.g. Screencast, Camtasia).

- Experience of working with a range of online assessment tools and technologies, to include Turnitin.

- Experience of leading (or involvement in) activities which enhance the student experience.

- An understanding and experience of using a range of web-based tools and mobile platforms.

- Experience of providing support and training to students and/or staff.

- Experience of working in teams.

Skills and Abilities

- High level competence in the use of Microsoft Office, in particular Word, Excel, PowerPoint and Outlook.

- Ability to clearly translate technical issues and solutions into plain language to a non-technical audience.

- Creative, curious and strategic outlook.

- Excellent writing, communication and interpersonal skills.

- Ability to engage, influence and work positively with a wide range of people.

- Ability to work independently as well as take direction and work collaboratively.

- Excellent organisational skills and the ability to effectively prioritise multiple projects simultaneously.

- Ability to manage change and adapt to a fast-changing environment.

- Ability to work collaboratively across divisional and departmental boundaries.

Personal Qualities

- Welcoming and hospitable attitude.

- Ability to own and find solutions to problems.

- Commit to living Bloomsbury Institute's values: Be inclusive; Be curious; Show courage; Make things happen; and Don't be mean.

- Enthusiasm and empathy for the Bloomsbury Institute's vision and mission.

- Genuine commitment to equal opportunities and widening participation.

- Good time management, with an ability to work under pressure and meet tight deadlines, whilst maintaining high attention to detail.

Desirable criteria [i.e. the criteria that it is desirable (but not essential) that an applicant should satisfy]

Qualifications

- Teaching qualification (e.g. PgCert in Teaching and Learning in Higher Education).

Experience

- Experience of managing an online library.

- Participation in Learning Technology networks and special interest groups.