

1. JOB IDENTIFICATION

Post Title:	Learning Technologist
Accountable to:	Learning Innovation Manager
Responsible to:	Learning Innovation Manager
Salary:	£41,317 per annum
Main Base:	This post will have a main base at our Motherwell Campus, but will be required to work at any of our campuses within Lanarkshire and East Dunbartonshire as appropriate to the remit of the post. In addition, some out of hours work may be required.

2. PRINCIPAL JOB PURPOSE

To support the enhancement of learning, teaching, assessment and knowledge transfer through the innovative use of technology.

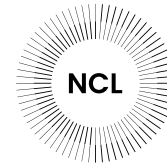
3. MAIN DUTIES AND RESPONSIBILITIES

3.1. Develop and support curriculum enhancement through the use of technology:

- Create new materials or adapt existing materials for use in the college's Virtual Learning Environment (VLE) or related environments;
- Advise, support and train staff in the effective use of technology to enhance learning, teaching and knowledge transfer;
- Research new developments and opportunities to support the enhanced use of technology in e-learning and related support applications;
- Develop and administer the VLE;
- Implement upgrades and changes to the college's VLE;
- Install and maintain appropriate software and related applications;
- Establish and maintain a catalogue to monitor systems utilisation and performance;
- Develop and maintain a system to support the hosting of a range of applications;
- Develop and maintain a database of electronic materials to ensure copyright regulations are observed;
- Develop cross-college systems through the VLE to support e-assessment;
- Liaise with third party VLE hosting provider in support of maintenance, fault reporting and upgrades to the College VLE.

3.2. Create new materials or adapt existing materials for use in the College's VLE or related environments:

- Update or repurpose existing electronic materials;
- Design, develop and maintain a range of electronic and online learning, teaching and assessment materials;



- Create interactive multimedia web-based resources utilising appropriate software;
- Develop e-assessment materials using appropriate tools;
- Source appropriate materials for use in the VLE in conjunction with academic support and library staff.

3.3. Advise, support and train staff in the effective use of technology to enhance learning, teaching and knowledge transfer:

- Work with staff to integrate e-learning materials from a range of sources (e.g. College Development Network (CDN), JISC, SQA) into course content;
- Provide staff development in the use of VLE and related applications including the production of appropriate learning, teaching and assessment materials;
- Support the development of knowledge transfer through appropriate projects and initiatives internally and externally.

3.4. Research new developments and opportunities to support the enhanced use of technology in e-learning and related support applications

- Support the development and implementation of the College's ICT Strategy and Operational Plan;
- Contribute to College wide developments to support quality enhancement in academic and support departments;
- Support the integration of the VLE with other appropriate College management information systems and applications;
- Work with staff to develop the wider use of the VLE in College support functions;
- Keep staff apprised of emerging technologies and how they can be utilised to support and enhance learning and teaching;
- Liaise with appropriate external organisations to identify and evaluate commercially available content and the developing trends in the use of technology generally;
- Support the commercialisation of on-line programmes across the College's teaching faculties;
- Represent the College at external events as required.

4. ORGANISATIONAL RELATIONSHIPS

This post is part of a small team of e-learning staff, providing support to teaching staff across a range of e-learning packages, including Moodle, our main VLE. The post is part of our wider Learning and Teaching Team and will be required to interact with staff across the College, at both an individual and group level.

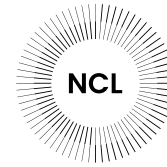
5. WORKING ENVIRONMENT

Physical

- The post is office based but will require extensive travel between campuses and to attend external meetings.
- Keyboard skills required for production of paperwork, reports and e-communication.

Mental

- Dealing with significant and complex issues;
- Frequent and intense periods of concentration e.g. when analysing statistics or preparing reports;
- Frequent interruptions to work which require work priorities to be reviewed.



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Emotional

- Balancing a range of strategic, planning and operational responsibilities.
- Dealing with periods of high workload
- Maintaining measured and professional attitude and approach at all times
- Commitment to the wellbeing of staff and students.

6. HEALTH AND SAFETY STATEMENT

As a member of staff of New College Lanarkshire, you will fulfil the health and safety responsibilities specific to your role as set out in the Health and Safety Policy to support the College vision and aims. You will assist in the achievement of compliance with statutory provisions and Health and Safety Policy objectives. You are required to take all reasonable care for yourself and others, undertake any training relevant to your position, participate in Health and Safety initiatives and make full and proper use of any control measures provided to reduce or eliminate risks to Health and Safety.



PERSONAL SPECIFICATION

Learning Technologist

Education and Training

- *HND (SCQF level 8) or equivalent in a relevant discipline;*
- *Degree (SCQF level 9) or equivalent in a relevant discipline (desirable).*

Knowledge

- *Knowledge of e-learning development*

Experience

Candidates will be able to demonstrate experience of:

- *Using virtual learning environments;*
- *Developing interactive learning materials;*
- *Delivering training to individuals and groups.*

Skills

- *Technical competence in the use of web authoring tools and image editing software;*
- *Advanced knowledge of Microsoft applications & Web 2.0;*
- *An ability to interact positively with staff and learners;*
- *Flexible approach to work;*
- *Able to work on own initiative or part of a team;*
- *Good ICT skills*

Relationships

- *Effective at building professional relationships;*