JOB DESCRIPTION

Job Title:	University Learning Technologist	**Grade:**	SG7
Department:	Information and Library Services/ Libraries & Academic Enhancement	**Date of Job Evaluation:**	July 2023
Role reports to:	Associate Professor (HE Learning & Teaching)		
Direct Reports:	None		

This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.

PURPOSE OF ROLE:

The University Learning Technologist (LT) is a key role based within our Academic & Learning Enhancement Team (ALE) and is part of the Technology Enhanced Learning (TEL) sub-team. The LT will operate institutionally, across multiple campuses, to empower faculty staff through undertaking strategic and effective training, developing CPD sessions, support strategies and service provision, both internal and external, to enhance teaching, learning and academic experience within the university. At a daily level, the role is envisaged as providing timely guidance, support and developing significant digital resource contributions to help build an ambitious professional portfolio capable of supporting our staff in the digital AI era. At an operational level, a focus of the role will be on assisting our staff to effectively utilise learning technologies across their teaching, learning and practice. The role, therefore, involves refining use of learning technologies, including but limited to blended, online, distance, virtual, augmented and artificially intelligent tools, demonstrating their application and optimizing their functionality, accessibility, incorporation, and adoption across staff, as part of an ambitious institutional digital strategy. Ultimately, the role seeks to drive the responsible and effective use of learning technology to the benefit of faculty, students, the learning experience, and digital technology innovation across the University of Greenwich community, whilst supporting faculty Learning Technologists in their work.

KEY ACCOUNTABILITIES:

Team Specific:
- Develop strategic and effective relationships with the faculty-level learning technologists, using your ambition and scope to influence strategic change within the wider learning ecosystem of the university.
- Promote effective and cohesive use of learning technologies across faculties, creating a visible presence of ALE service infrastructure for staff CPD.
- Inspire and support faculties, drawing their input, ideas, and best practices into our emerging blended learning environment, recommending appropriate technologies and tools, as well as demonstrating their pedagogical values, mirroring the institutional Student Success, Digital and Digital Engagement sub-strategies.
- Work alongside faculty to identify, assess and embed learning technologies, furthering their digital teaching, and understanding their pedagogical needs, adjusting, and adapting, suitable professional development programs accordingly, delivered through

formal calendar, ad-hoc arrangement and asynchronous internal virtual marketplace resource development.

- Provide guidance, support, and opportunities for staff to acquire new digital technology teaching skills, as well as explaining how these can support their pedagogical approaches, given the demands of the digital AI era.

- Stay updated on emergent technologies, specifically with respect to AI, VR/AR, hyflex, blended and distance learning, as well as mobile applications therein of all such areas towards university digital development.

- Develop and deliver highly visible, engaged, and interesting workshops, training sessions, asynchronous resources for staff to develop their ability and confidence, furthering student learning, as part of both our CPD programmes and PGCertHE training pathway.

- Direct appropriate training, resource deployment and development for new software launched within the university, across multiple campuses.

- Hold consultation discussions with schools and faculties regarding their use of technology enhanced learning and its future development, generating data-driven insights, and timely learning analytical advice, which can be used to inform our use of digital tools, contribute to our university digital frameworks, and empower our future policy decision-making.

- Champion the development of a best-practice TEL culture, cultivating a repository of evidence within a shared virtual space demonstrating unique case studies of staff excellent with respect to learning technologies, pedagogy, and practice. In this, support and take initiative for disseminating such practice across and beyond the university community, such as through participation in active regional, domestic, and global networks in the sector.

- Play a visible, effective, support and interdisciplinary role in bridging, supporting, and serving the ALE team, as well as nurturing, collaborating, and enhancing the work of Information & Library Services team, in addition to those institutionally situated.

- Build, support and evaluate a strong ecosystem for learning technologists across the university, taking initiative and leading the change towards a community that champions best practice, and grounds TEL in the core of teaching, learning and student success across the university.

- Critically evaluate, measure and model data-driven analysis related to staff and their use of learning tools, technologies, and digital pedagogical innovations. This may include developing tentative ideas for practice-driven data capturing and institutional-wide research driven by ALE.

- Using data-informed decision-making, identify gaps in the university provision, of learning technologies, as well as drive your own investigations, analysis of teaching-informed practices and exploration of learning technologies and their use within the institution. Make judgements and report recommendations in a professional, cohesive, and clear manner.

- Investigate new and emerging technologies and form recommendations, suggest professional training related to them, evaluating this accordingly, and be on the cutting-edge of TEL related innovation within the sector.

- Serve on relevant groups and committees to promote the effective use of blended learning technologies, VR/AR, AI, hyflex and distance methods of education.

- Support the development of policies, guidance and strategies related to area of specialism or focus assigned by ALE, advocate for cohesive lecture capture within

virtual learning technologies, environments and promote cohesion in the standard, style, and significance of staff digital resources.
- Champion and pay particular emphasis in your duties towards championing digital accessibility, diversity, and student success, through empowering staff and the institution's digital ecosystem.

Generic:
- Develop strategic and effective relationships with colleagues.
- Ensure support, advice and guidance is provided to colleagues as required in a timely manner, supporting an inclusive and accessible learning environment.
- Ensure that new and current learning technologies are deployed effectively across our campuses, as well as can be engaged with by our international collaboration partners, supporting them as required and is appropriate to business service needs.
- Develop teaching and training practices to create visually engaging, interesting, and academically robust resources to support staff CPD.
- Support ALE team and the institutional lead for TEL to bring about impact-driven, evidence supported change, documenting your contributions effectively towards this and the wider digital strategy.
- Oversee and identify any issues with VLE, mobile learning technologies or distance learning tools in a timely manner.
- Guide and present to relevant teams in ILS your insights by engaging in practice-driven evidence generation, be it from your own practice, or by creating relationships with colleagues to build clearer institutional insights.

Managing Self:
- Contribute towards the leadership of institutional university digital strategy, by undertaking suitable professional development, training, or career development to advance skills towards more senior levels.
- Assume coordination responsibilities and digital specialism TEL oversight for a key area as required and agreed with ALE or its leaders.
- Keep informed of key learning technologies and disseminate this insight.
- Behave in a manner that reflects a university stakeholder within an ethos driven university, by representing its values and creating a safe, respectful, and equality driven working atmosphere.
- Develop and continuously evaluate relationships of a positive nature with stakeholders within, across and beyond the university.

Core Requirements:
- Adhere to and promote the University's policies on Equality, Diversity and Inclusion and Information Security.
- Ensure compliance with Health & Safety and Data Protection Legislation.
- Support and promote the university's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible.
- Adhere to current legal requirements and best practice relating to digital content and accessibility, including Web Content Accessibility Guidelines when creating digital content.

Additional Requirements:
Undertake any other duties as requested by the line manager, Head of ALE or appropriate senior manager, commensurate with the grade.

This is a professional, demanding role within a complex organisation with an ambitious strategic plan and agenda for change. The role holder will be expected to show flexibility in working arrangements, including working hours, to ensure that the directorate and Academic & Learning Enhancement Team delivers the required level of service.

KEY PERFORMANCE INDICATORS:

Performance indicators will be established in consultation with the Head of Academic & Learning Enhancement and the Institutional Lead for TEL, as part of the post holder's annual appraisal and professional development review with due regard to the University's KPIs.

KEY RELATIONSHIPS (Internal & External):

Head of Academic & Learning Enhancement
Associate Director, Libraries & Academic Enhancement
Associate Director, Office of the CIO
Associate Director, Digital Service Delivery
Academic Support Management
Library Collections Manager
Faculty based Learning Technologists and/or their coordinated lead professional.
Institutional Lead for TEL
Executive Director of Estates
Head of Digital AV Solutions
Head of Product Services

PERSON SPECIFICATION	
Essential	**Desirable**
Experience	**Experience**
• Experience of using and supporting the deployment of learning technologies within a HE educational setting or aligned relevant sector.	• Interest in, or a track-record of, practice-based teaching and learning projects.
• Experience of successful collaboration, partnership, or professional enhancement within a HE educational setting, or aligned relevant sector.	• Experience of contributing to educational focused knowledge dissemination, enterprise, and exchange, whether through research publishing, teaching manual development, or attendance at relevant regional conferences.
• Experience of teaching, or assisting in the delivery of teaching, within a HE educational setting, or aligned relevant sector.	• Experience of working in an international educational environment.
• Ability to understand a complex ecosystem of university systems, protocols, and practices, as well as evidence of working in similar settings previously.	• Evidence of shaping higher education teaching and learning agendas.
• Ability to analyse, interpret, and understand learning analytics, whether qualitative or quantitative, with respect to learning technologies, and present suggestions or information in a clear and concise format with respect to it.	• Experience of understanding transition between different phases of educational study.
• Experience generating ideas and understanding about how to improve digital systems, technologies, and tools, as well as deploy them within an educational setting.	• Experience of delivering taught degree content in a university setting and an ability to understand the complexities of this.
• Understanding of the role of Information systems and Library services within a university setting, or a desire to learn.	• Experience of training and delivering CPD to large audience cohorts.
• Familiarity with the major concepts of TEL and digital pedagogy, as well as competence with, but not limited to, generative AI, hyflex, Moodle, distance learning, mobile tools.	• Experience of building VLE spaces of a high-quality nature.

Skills	Skills
- Awareness of new technologies and their impact on the educational sector. - Ability to support staff to use technology in their teaching, learning and professional practices. - Ability to design and deliver workshops, teaching sessions and training events to large groups of discerning professional colleagues. - Ability to create original content and incorporate it into a VLE asynchronous resource space. - Ability to use a range of visual, auditory, and kinaesthetic technologies to produce a diverse range of high-quality self-teaching resources that are suitable for business dissemination. - Ability to design strategies and deploy them to evaluate institutional practice and make recommendations. - Ability to evaluate and enhance own practice. - Ability to share and champion colleagues' best practices. - Ability to assess the potential of new technologies for enhancing educational practice in a university setting. - Ability to support inclusive and accessible educational practice. - Ability to always work proactively and professionally with others. - Ability to work in line with university strategy and team priorities. - Evidence of business service and identifying needs therein towards satisfying change.	- Knowledge of the differences in quality assurance protocols, professionalism, and university teaching effectiveness frameworks. - Knowledge of deployment and dissemination of AI, TEL and VLE tools. - Knowledge of Moodle design, delivery, and content. - Computational science skills that may include HTML, CSS, Java, Python or other programming and design languages. - Training in learning analytical software, or other research tools that staff may use as part of their professional practices. - Knowledge of using or deployment of 3D technologies, printing, VR or AR. - Able to manage sensitive information, such as staff digital literacy, university data, or other important material, in a confidential and secure manner. - Knowledge of cybersecurity, blockchain or other complex aspects of digital infrastructure.
Qualifications - Educated to degree level with relevant experience in a professional area.	**Qualifications** - A postgraduate or higher degree, such as an EdD or PhD in an aligned area, or a willingness to pursue further study towards TEL research and pedagogical HE practices.

	• Associate Fellowship or Fellowship of the HEA (A/FHEA, Advance HE) or a willingness to undertake a training process with a commitment to achieving this within two years.
Personal attributes • We are looking for people who can help us deliver the values of the University of Greenwich: Inclusive, Collaborative and Impactful	**Personal attributes** • Able to articulate a vision for how you would contribute and shape positively the values-driven ecosystem at the University of Greenwich.