

JOB DESCRIPTION

Job Title: Faculty Learning Technology Manager

Grade: SG7

Department: Faculty of Engineering and Science

Responsible to: Faculty Operating Officer

Responsible for: Faculty Learning technology (FLT) team, Senior Faculty Learning technology Officer SFLTO

Key Contacts: HOS & Deputy HOS, Dean of Student Success, Associate Dean of Student Success, Head of Business Operations, Faculty Administration Manager, Faculty Learning Technologist teams, University Learning technology Lead, University Learning Technologist, Digital Learning Team (DLT) & Academic Learning Enhancement (ALE) team and ILS.

Standard Occupational Classification (SoC code): N/A

Non-Contractual Nature of Role Profile: 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

To drive the integration and effective use of learning technology in teaching and learning across the faculty, enhancing pedagogical practices through innovative technological solutions. The role will champion digital innovation, supporting staff in embedding AI tools and platforms into curriculum design, assessment, and learning support, while ensuring alignment with institutional values and sector best practice in ethical and inclusive use. Responsible for planning, managing, and delivering learning technologies for the Faculty of Engineering and Science.

KEY ACCOUNTABILITIES

Team Specific:

- Manage Learning Technology Support team including appraisals, staff development and overseeing efficient and effective cross faculty service
- Develop and implement a faculty-wide digital education strategy aligned to institutional goals and national sector standards
- Provide ongoing support and guidance to faculty members on educational technologies.
- In collaboration with the ALE team lead the planning, design, and evaluation of digital learning ecosystems, including VLEs, learning analytics tools, and emerging platforms

- Work closely with faculty members, ALE and ILS staff to ensure seamless technology integration.
- Work with FOO to establish budget and resource projects for learning technologies projects.
- Provide guidance in the development and delivery of online and blended learning courses.

Generic:

Establish and co-chair a Faculty TEL Steering Group (LEGO) to guide innovation priorities, promote good practice, and support cross-departmental projects

- Oversee and quality-assure the day-to-day operational performance of the Faculty Learning Technology Senior officer ensuring timely, effective and user-focused support for academic and professional services staff
- Convey complex information effectively to Faculty Exec team, SMT and faculty members and stakeholders
- Implement service standards, SLAs, and regular feedback mechanisms to continuously improve the delivery and responsiveness of the learning technology support service
- Collaborate with diverse groups to achieve common goals.
- Work in collaboration with the ALE team to share and implement strategies that benefit the faculty, including leading the identification of training needs and coordinating a faculty-wide digital capability development program. As well as organising bespoke upskilling workshops and structured learning pathways for academic staff.
- Ensure learning technology training, support, and resources are inclusive, accessible, and aligned to diverse staff needs, roles and levels of digital confidence.
- Make informed decisions impacting the faculty's technological direction
- Ensure high standards of service delivery to support faculty members

Managing Self:

- Stay current with trends and best practices in educational technology
- Prioritise tasks and manage time effectively to meet deadlines
- Demonstrate initiative and drive to achieve role objectives
- Maintain professional standing through certification, active membership of professional bodies, and regular CPD activities

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 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 Faculty Learning Technology team delivers the required level of service.

KEY PERFORMANCE INDICATORS:

- To produce high quality work delivered to the agreed timescales.
- Measure the impact of training sessions on faculty members' technological proficiency
- Track the adoption rate of new technologies within the faculty

KEY RELATIONSHIPS (Internal & External):

- Faculty leads on Learning & Teaching,
- Institutional Lead for TEL
- Head of Academic & Learning Enhancement
- Head of Digital Strategy, Security and Compliance
- Head of Service Delivery
- Head of AV
- Head of Moodle/VLE
- Faculty based learning technologists and/or their coordinated lead professional

PERSON SPECIFICATION

EXPERIENCE:

Essential Criteria

- Experience of managing a learning technology team
- Experience of the use and management of VLEs (particularly Moodle/SharePoint)
- Detailed knowledge/awareness of educational issues involved in using e-learning and other learning technologies in teaching and learning
- Experience of developing materials using video, audio and multimedia technologies
- Proven experience in a similar role within higher education.

Desirable Criteria

- Significant experience in leading digital change projects within an HE environment.
- Working in the Higher education sector or similar environment
- Experience in developing and delivering online and blended learning courses

SKILLS:

Essential Criteria

- Strong change management and stakeholder engagement skills
- Excellent communication and interpersonal skills
- Strong project management abilities.
- High level of skill in the use and development of Microsoft Office products particularly Outlook and Excel
- Excellent communication, presentation, and report-writing skills
- Excellent organisational skills and able to demonstrate the ability to prioritise a wide and varied workload

Desirable Criteria

- Highly developed social skills to form close, facilitative customer relationships
- Advanced proficiency in data analysis and reporting tools
- Experience with budget management and resource allocation
- Working knowledge of the Freedom of Information Act, Data Compliance Act, Single Equality Act, GDPR etc.

QUALIFICATIONS:

Essential Criteria

- Master qualification in computer related course or professional qualification and/or extensive relevant Managerial experience.

Desirable Criteria

- CMALT/ Senior CMALT
- Agile/SCRUM or project management certification

PERSONAL ATTRIBUTES:**Essential Criteria**

- We are looking for people who can help us deliver the [values](#) of the University of Greenwich: Inclusive, Collaborative and Impactful.

Desirable Criteria

- N/A