Learning Technologist
Job Description

The Role

Job title:	Learning Technologist
Department:	Digital Innovation
Responsible to:	Director of Digital Innovation
Location:	Royal Agricultural University, Cirencester
Salary:	Grade 6: £28,759 to £33,965 dependant on qualifications/experience
Term:	Full-time (35 hours per week), permanent;

Purpose

To support the Learning Technology team in providing technical and creative expertise, specialising in online and blended learning, including transnational education.

To provide training to staff and students so that they are familiar with the learning technology tools and processes used in academic delivery.

To support the Learning Technologists in designing and developing a wide range of digital resources to enhance teaching and learning and make the RAU the UK's global university for sustainable farming and land management.

Key Responsibilities

1. Work with the Learning Technology and wider Digital Innovation team to provide face-to-face and online training and guidance for core Learning technology and IT systems to Academic and Professional Services staff as well as students. Examples of core systems include Turnitin, Moodle, Panopto and Office 365.

2. Respond to technical and pedagogic queries.

3. Develop and maintain training resources in a range of accessible formats and media for a wide range of users.

4. Plan, design and deliver innovative and engaging training and development activities for students and academic and professional services staff.

5. Provide specialist, professional advice and expertise to support informed decision-making in the use of learning technologies to enhance online and face-to-face teaching.

6. Provide support to transnational partners from onboarding and normal delivery to ensure that transnational students receive an equivalent and positive teaching and learning experience.

7. Support the Learning Technology team in working with academic and professional services staff to enhance and modernise the digital teaching and learning environment for transnational, on-campus, distance and blended learning students.

8. Provide support for the updating and testing of learning technology software including Moodle, Turnitin and Panopto

9. Support the Learning Technology team in designing and developing innovative, effective and accessible digital resources to support teaching and learning, including interactive, multi-media and video elements.

10. Support pedagogical initiatives that improve the student learning experience and collaboration between our transnational partners.

11. Support the Learning Technology team in the identification, evaluation, testing and implementation (including training) of new digital learning tools and technologies, as well as in the maintenance and development of RAU's existing digital learning tools and technologies.

12. Where required, participate in the coordination of the timely delivery of digital content for both internal and external academic staff.

13. Maintain high standards of service through effective verbal and written communication and a positive collaborative approach, supplying data and reports as required.

14. Assist with measurement of services against key performance indicators.

15. Work to ensure compliance with relevant legislative requirements including data protection, product licensing copyright compliance and accessibility.

16. Represent the department at internal committees and meetings.

17. Work outside of standard working hours when required, adopt a flexible approach and undertake other tasks as required

18. Keep up to date with personal and professional development.

General responsibilities:

- The University is committed to equality of opportunity. All staff are required to comply with current legislation, University policies and good practice guidance.

- All staff are required to act in a way that safeguards the health and wellbeing of children and vulnerable adults at all times. The post holder must be familiar with and adhere to appropriate safeguarding policies and guidance and participate in related mandatory/statutory training. Managers have a responsibility to ensure their team members understand their individual responsibilities with regard to safeguarding children and vulnerable adults.

- All staff are required to participate in the University appraisal process and should ensure they are familiar with the process and plan time to prepare for their appraisal. Following the appraisal, staff are expected to undertake in any necessary learning and development and work towards the objectives that have been set.

- The University expects staff to attend any training designated as mandatory and to undertake learning and development activities to support their role. Managers must facilitate learning and development within their teams.

- It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and that restricted information or highly restricted information to which they have access remains confidential during and after their employment at Royal Agricultural University. All staff must undergo appropriate data protection training as required.

- All absence from work must be reported in accordance with the University's absence procedures and recorded on iTrent.

- The University acknowledges its responsibility to provide a safe, smoke free environment, to its employees, service users and visitors. It is the policy of the University not to allow smoking on University premises other than in specifically designated areas.

University Values

As a University we have chosen five values to underpin our learning community. These are the values which we will all work by and for which we want the RAU to be known. We are:

- Collaborative - we believe in the power of working together. We are stronger as a community of practice - inspiring each other, identifying shared goals, and providing reciprocal support leads to greater success.

- Open-Minded - we are receptive to new ideas and we value the diversity of experiences and skills. We are committed to listening to everyone across the RAU community.

- Resourceful - we adopt creative approaches to achieve our goals while setting higher standards, promoting professionalism and sustainability.

- Responsible - individually and collectively we take accountability for our actions working with integrity to achieve the highest ethical standards.

- Inclusive - we acknowledge the fundamental value and dignity of all individuals and are committed to maintaining an environment that seeks to eliminate all forms of discrimination and respects diverse traditions, heritages, and experiences.

Person Specification

Requirements The post holder must be able to demonstrate:	Essential or Desirable	Measured By A) Application Form B) Interview C) Presentation
Qualifications		
Degree or equivalent vocational qualification or experience	E	A
Qualification in Technology Enhanced Learning e.g. CMALT	D	A
Knowledge and Experience		
Practical experience of delivering face to face training and development, as well as developing online training packages and guides	E	A, B, C
Proven ability to design, develop and deliver innovative (digital) learning materials for online delivery using sound pedagogical principles	E	A, B, C
Knowledge and experience of learning design principles and the ability to present complex ideas and information in a clear, easily understandable manner.	D	A, B
An understanding of current issues in teaching and learning, in particular, with respect to using technology to enhance the learning process.	D	A, B
Experience of designing for, using, and supporting others using Moodle or similar VLE system.	D	A, B
Experience in a similar role within an education provider	D	A, B
Organisational and Personal Skills		
Excellent written and presentational skills with the ability to relate to a wide range of stakeholders	E	A, B

Requirements The post holder must be able to demonstrate:	Essential or Desirable	Measured By A) Application Form B) Interview C) Presentation
Excellent organisational skills, with the ability to manage own workload and to work to tight deadlines, both independently and as part of an inter-disciplinary team	E	A, B
Excellent interpersonal skills including the ability to influence and build effective working relationships with people at all levels throughout the University	E	B
Ability to adapt readily and positively to changing circumstances	E	A, B
Experience of working in a Higher Education or Further Education learning technology environment	D	A, B
Aware of regional sensitivities and able to work in a transnational environment	D	A, B
Technical Skills		
Ability to understand and work with new and emerging learning technology tools and methods	E	A, B
Demonstrable experience in the use of online productivity tools such as the Office 365 package	E	A, B
Demonstrable experience in the use of online productivity tools including SharePoint and OneDrive	D	A, B
Demonstrable experience in the use of digital learning packages such as Turnitin, Moodle and Panopto	D	A, B
Demonstrable experience in the use of online conferencing systems such as MS Teams	D	A, B

Application Procedure

If you are interested in applying for this role, please send:

- University Application Form together with the Equal Opportunities Monitoring Form available on the University website www.rau.ac.uk – you may attach your up to date CV if you wish to add additional information.

- Details of two referees who must be people who can comment authoritatively on you as a person and as an employee in relation to the level of the post, and must include your current or most recent employer or their representative.

- Please forward to the HR Team, Royal Agricultural University, Cirencester, Gloucestershire, GL7 6JS or via email to jobs@rau.ac.uk stating where you saw the advert for the role

- Informal enquiries can be made to Geoff Kendall Smith, Director of Digital Innovation:

  Geoff.KendallSmith@rau.ac.uk

- **Closing date**: 19th May 2024 with **Interviews on:** 30th May 2024

- Should you be selected for interview please be aware that we are unable to reimburse interview expenses.

The RAU is an equal opportunities employer and we particularly welcome applications from black and minority ethnic candidates as they are underrepresented within the RAU at this level.