Royal Agricultural University

Learning Technologist
Digital Innovation

Candidate Information Pack – February 2021

About the Royal Agricultural University

> The Royal Agricultural University has been at the forefront of agricultural education and a key contributor to the land-based sector for 175 years.

Our heritage

The Royal Agricultural University (RAU), formerly the Royal Agricultural College, was the first agricultural college in the English-speaking world. The first 25 students were admitted in September 1845.

From its early days, the College was staffed with innovators and pioneers and made a considerable impact on farming practice and agricultural science. In 2013, the Privy Council awarded the College full University Status with Taught Degree Awarding Powers, in recognition of its long record in the provision of higher education.

The present

Today, as it celebrates its 175th anniversary, the RAU has some 1,200 students studying a range of subjects, including agriculture, animal science, business, environment, equine science, farm management, food, real estate and rural land management. Set on the edge of Cirencester in the beautiful Cotswold countryside, its small size provides an exceptional sense of community amongst students and staff, which supports, develops and encourages students from all backgrounds to achieve their ambitions.

The University motto is 'Arvorum Cultus Pecorumque', a quotation from Virgil's Georgics, meaning 'Caring for the Fields and the Beasts'. This maxim has been enduringly relevant for a University which, in every area of its activity, has worked to promote sustainable use of the land, safeguard the environment and animal welfare and the wellbeing of rural communities. The RAU prides itself on combining subject expertise with industry connectivity and an innovative, forward thinking, enterprising approach. This opens doors for students, and RAU graduates are well prepared for successful careers in their chosen field, whether that be leading innovation and change in industry, informing future land-based policy, or setting up their own businesses. rau.ac.uk

The future

Since 2016, the RAU has achieved significant progress against its strategic plan and has delivered transformation and change. The RAU has redefined its purpose as "to cultivate care for the land and all that depend on it".

Core elements of the strategy include:

- Growing and diversifying the student community by providing an outstanding student experience and excellent employment outcomes. Innovative programmes will be informed by the evolving needs of industry and designed for learners at all stages of life, delivered via traditional and online learning platforms.

- Establishing a Knowledge Hub that will help industry navigate change and uncertainty making it possible to tackle big challenges more effectively, thereby delivering societal benefit and impact. The Hub will provide a focus to catalyse farmer led innovation, act as an accelerator of rural enterprise and become a centre for thought leadership for development of evidence-based policy and strategic thinking.

- Becoming a sustainable, efficient organisation that can fund a continuing investment in its physical, digital and human infrastructure, ensuring a continually improving and excellent experience for students and staff.

- Partnering with land-based colleges and schools to extend and diversify the student community. The University will foster thriving linkages to a variety of localities and communities across the UK, thereby extending the reach of learning opportunities it offers and the impact of its research.

- Developing sustainable partnerships with industry and research-leading institutions to provide a wider perspective, ensuring that what it teaches is relevant, improves student employment outcomes and enables sustainability-oriented innovation.

- Building on existing and successful international partnerships, among which a prominent feature has been teaching partnerships with Chinese universities.

"The RAU's mission is to equip a new generation to thrive through change"

Select highlights

The RAU has achieved significant progress against its strategic plan. Recent successes include:

- Ranked one of the UK's Top Ten Universities. Whatuni Student Choice Awards, both 2019 and 2020 https://www.whatuni.com/student-awards-winners/university-of-the-year/. We were also top 10 for job prospects in both years.

- Enterprising Learning Provider of the Year 2019: IOEE Celebrating Enterprise Awards 2019 http://ioee.uk/2019/10/07/celebrating-enterprise-awards-2019/ . Awarded Centre of Excellence by the Institute of Enterprise and Entrepreneurs (IOEE) in the same year.

- Winning £1.1m of Catalyst funding to develop the next generation of agri-food/ tech leaders and to create new industry- led programmes that aim to position the RAU as a thought leader post-Brexit.

- Addressing highly relevant global grand challenges – such as climate change, food security and urbanisation– through the Rural Knowledge Hub, which initiates thought leadership activities and accelerates the growth of rural enterprises through the Farm 491 agritech business incubator based in the new Alliston Centre and also the new National Innovation Centre for Rural Enterprise.

- Increasing the percentage of state - school entrants launching two new funds with a specific focus on widening participation and getting involved in two national outreach programmes and the Agrespect rural LGBT+ network.

- Securing a £2.2 million endowment from the John Oldacre Foundation to support applied research, and PhD students. Current PhD projects include crop science, land values in London boroughs, and equine nutrition.

- Expanding its CPD offer via the John Oldacre Rural Innovation Centre, which is based at Harnhill and offers a large range of practical, industry-facing courses that teach rural skills.

- Establishing new and mutually beneficial academic partnerships with further education providers, such as the validation arrangement with Plumpton College and the urban farming focus afforded by the link with Capel Manor College in London.

Further information on other initiatives and successes can be found here.

About the Department

Digital Innovation is a newly established department, created from the recent merging of the RAU's IT and Library Services. This has been undertaken to establish a more resilient, secure and flexible digital infrastructure which will both greatly enhance our students' teaching and learning experience and also be more responsive to the rapidly changing circumstances currently faced by the higher education sector.

The department is led by its Director, who sits on the Vice-Chancellor's Executive Group, and whose role includes providing leadership in inspiring and transforming the RAU's pedagogy to include emerging technologies, as well as providing direct line management of the department's Learning and Teaching Advancement team.

This team comprises learning technologists, digital rights experts and project support, and works closely with our academic colleagues in developing, maintaining and expanding a broad range of digital teaching and learning resources for our on-premise, blended and distance learning programmes at both undergraduate and post-graduate level.

The Role

Job title: Learning Technologist

Department: Digital Innovation

Responsible to: Director of Digital Innovation

Location: Royal Agricultural University, Cirencester

Salary: Grade 8: £33,797 - £36,914 DOE

Term: Full-time, permanent

Relationships with: Staff, students, suppliers and contractors

The Purpose

- To provide technical and creative expertise, specialising in online and blended learning, to contribute to the shaping and development of the RAU's teaching and learning.
- Work in partnership with academic and professional services teams to design and develop a wide range of digital resources to enhance teaching and learning and make the RAU the leading specialist university in land, agri-food and rural enterprise sectors.
- Scope and define learning journeys and develop engaging interactive learning assets. Adopt an innovative and creative approach to investigate, pilot, produce and implement digital learning techniques.
- Work collaboratively in a matrix structure with academic and professional services staff in supporting the University's Strategic Plan and Education Strategy.

Key Responsibilities

1. Work with academic and professional services staff to enhance and modernise the digital teaching and learning environment for on-campus, distance and blended learning students.

2. Contribute proactively to the development of new programmes and modules; design and develop innovative, effective and accessible digital resources to support teaching and learning, incorporating (but not limited to) interactive, multi-media and video elements.

3. Take a leading role in the identification, evaluation, testing and implementation of new digital learning tools and technologies. Maintain and develop RAU's existing digital learning tools and technologies.

4. Provide specialist, professional advice and expertise to support informed decision making in the use of learning technologies to enhance the student experience.

5. Work to ensure that online courses, modules and learning assets adhere to accessibility standards and best practices in user interface and learning design; and that the student experience of online/blended learning is positive, engaging and supportive.

6. In partnership with academic colleagues, design, and refresh on an ongoing basis, the web pages that comprise the RAU's VLE to enhance both the staff and student user experiences.

7. Enhance the RAU's digital learning toolset and encourage the adoption of innovative approaches by academic teams, seeking where possible to improve student learning experience and outcomes and reduce administration.

8. Maintain high standards of service through effective verbal and written communication and a positive collaborative approach, supplying data and reports as required, and assisting with measurement of services in accordance with key performance indicators.

9. Develop and maintain learning resources in a range of formats and media for a wide range of users. Plan, design and deliver innovative and engaging training and development activities for students and academic and professional services staff in the possibilities afforded by digital technologies.

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

11. Represent the department at internal committees and meetings.

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

13. 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.

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	E	A
Qualification in Technology Enhanced Learning e.g. CMALT	D	A
Knowledge and Experience		
Proven ability to design, develop and deliver innovative digital learning materials for online delivery using sound pedagogical principles	E	A, B

Requirements The post holder must be able to demonstrate:	Essential or Desirable	Measured By A) Application Form B) Interview C) Presentation
Practical experience in delivering face to face training and development	E	A
A thorough understanding of barriers to engagement (student and staff) with technology and the ability to devise practical strategies to overcome these	E	A, B
Knowledge and experience of learning design principles and the ability to present complex ideas and information using digital technology in a clear, easily understandable manner.	E	A, B
An understanding of current issues in teaching and learning, in particular with respect to using technology to enhance learning process.	E	A, B
Experience of designing for and using and supporting others using Moodle	E	A,B
Organisational and Personal Skills		
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
Experience in team leadership and / or project management on technology enhanced learning projects	D	A, B
Experience of working in a Higher Education or Further Education learning technology environment	D	A, B
Ability to adapt readily and positively to changing circumstances	E	A,B
Technical Skills		
Skilled in the design of rich media content using tools such as Adobe Creative Cloud (e.g. Photoshop and InDesign)	E	A, B, C
Demonstrable experience in the use of multimedia tools such as Articulate, Captivate and other TEL platforms	E	A, B, C
Demonstrable experience in the administration of VLEs and other digital learning packages such as Turnitin, Moodle and Mahara	E	A, B, C
Demonstrable experience in programming languages used in digital content, including PHP, HTML and JavaScript	E	A, B, C
Experienced in the use of lecture capture technology, preferably Panopto, and in the production of video-based learning material, ideally using smartphones	D	A, B

General Terms and Conditions of Employment

- This post is a full-time appointment, offered on a permanent basis. It will be remunerated on the single pay spine, at Grade 8 £33,797 - £36,914 per annum. The appointment is normally made at the minimum of the pay scale and is subject to meeting all pre-employment clearances and requirements of the Person Specification.

- All new employees undergo a period of 6 months' probation in accordance with the terms and conditions of employment confirmation of employment is dependent on the satisfactory completion of that probationary period.

- The standard hours of work are based on 35 hours per week, although some flexibility may be required depending on the post. The nature of this post is such that it is expected that you will respond to the operational requirements of the University in order to fulfil your duties in a professional manner.

- The University holiday year runs from January to December. The post carries an entitlement to 30 working days (for a full time position, otherwise pro rata) of paid leave during the course of the holiday year (pro rata if the appointment is made during the holiday year), in addition to Statutory Bank Holidays. There may also be discretionary days and days when the University is closed on particular dates in the interests of efficiency.

- It is a condition of employment that all relevant posts are vetted by the Disclosure & Barring Service (DBS) and if it applies to this appointment you will be required to undertake a DBS check. The University will pay the fee for this service. Any false declarations or any findings from the Disclosure could affect the suitability for employment.

Pensions and Auto Enrolment

If you meet the criteria set out below, and are not already an active member of any of our pension schemes, the University is required to auto-enrol you into a suitable pension scheme. The criteria for auto-enrolment is:

- Age - if you are 22 or over but no more than State Pension Age
- Earnings - a minimum of £10,000 per year
- Working in the UK

The pension schemes supported by the RAU are:

AVIVA CATEGORY X - all eligible RAU employees (except teachers) are automatically enrolled

- 5% (minimum) contribution by employee and
- 3% contribution by RAU

AVIVA CATEGORY Y1 - RAU Group Pension Scheme (defined contribution) - employees are able to upgrade to this scheme before their 6 month probation.

- 6.5% (minimum) contribution by employee and
- 6.5% contribution by RAU
- life assurance is an additional benefit (two times annual salary)

TEACHERS' PENSION (for teaching staff)

- employee contribution according to salary scale – between 7.4% and 11.7%
- 23.68% contribution by RAU
- life assurance is an additional benefit (three times annual salary)

Staff Benefits

We offer a range of Staff Benefits including a 35 hour working week, a generous annual leave entitlement plus bank holidays (pro rata for part time posts), pension scheme, free and guaranteed parking on campus and free shuttle bus from campus to Cirencester town centre, free gym, discounted catering facilities, free library services, employee assistance programme, occupational health and counselling services, cycle to work scheme and staff development opportunities.

Further details of the full range of staff benefits available can be found on our website.

Application Procedure

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

- University Professional Services 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

- **Closing date**: 28th March, 2021 with **Interviews on:** 8th / 9th April.

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

General Data Protection Regulations: Applicant Privacy Notice

The Royal Agricultural University collects and processes your personal data so that it can meet its statutory and legal obligations, and when it has a legitimate interest in processing personal data before, during and after the end of the employment relationship.

The data which forms part of your job application (for example, application form, CV, references, Equal Opportunities Monitoring Form, shortlisting and interview records) will be stored in a range of different places, which will include the University's HR and recruitment management systems (electronic and paper based), and in IT systems (including the University's email system). Your information may be shared internally with the HR Department and with employees who are involved in the recruitment and selection process, but only if access to your data is absolutely necessary for the performance of those roles.

The University may share your data with third parties in certain circumstances. Personal data that the University uses for the purposes of equal opportunities monitoring and reporting is anonymised or is collected with the express consent of applicants, which can be withdrawn at any time. Applicants are entirely free to decide whether to provide such data and there are no consequences of failing to do so.

The University takes the security of your data seriously and has internal controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by the above employees in the performance of their duties. If your application is unsuccessful, your applicant data will be destroyed 6 months following the advertised closing date of the post you have applied for. If your application is successful, your applicant data will be retained during your employment and for 6 years following your leaving date. You can access and obtain a copy of your data on request and you can ask the University to change incorrect or incomplete data.

In certain circumstances you can ask the University to stop processing your data, or you can object to the processing of your data. If you believe that the University has not complied with your data protection rights, you can complain to the Information Commissioner. Further information about your rights in accordance with Data Protection and the GDPR Regulations can be obtained from the University Data Protection Officer. A detailed Employee Privacy Notice is available to view here.