Royal Agricultural University

Learning Technology Support – immediate start available

Information Technology Services

Candidate Information Pack – April 2020

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 farmerled 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.

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

- 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.

Select highlights

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

- Ranked seventh in the UK for student satisfaction.

- Ranked one of the UK's Top Ten Universities.

- Enterprising Learning Provider of the 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.

- 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

This role is based in our IT Services (ITS) department, and you'll be working with our Digital Learning Manager and our two Learning Technologists, helping our academic staff to deliver high-quality learning materials to our students.

But ITS also does a lot more for the university – to find out more, and to meet the ITS team, please take a look at this short video: https://bit.ly/RAU-ITS-video

If you'd like to discuss the role informally, please don't hesitate to contact Alun Dawes, Head of ITS, at alun.dawes@rau.ac.uk

The Role

Job title: Learning Technology Support

Department: ITS

Responsible to: Digital Learning Manager

Location: Working remotely but may be required to attend meetings in Cirencester (when restrictions are lifted)

Salary: Grade 6: £25,941 - £30,942

Term: 1 year fixed-term contract

Relationships with: Staff, students, suppliers and contractors

The Purpose

Provision of specialised technical expertise in support of the RAU's digital teaching and learning programmes, with a focus on those being developed for delivery by, and in, the RAU's educational partners, both in the UK and overseas.

Coordination of the provision of teaching materials by academic staff, both internal and external.

Participation in the design and delivery of innovative digital training and development activities for both academic and professional services staff.
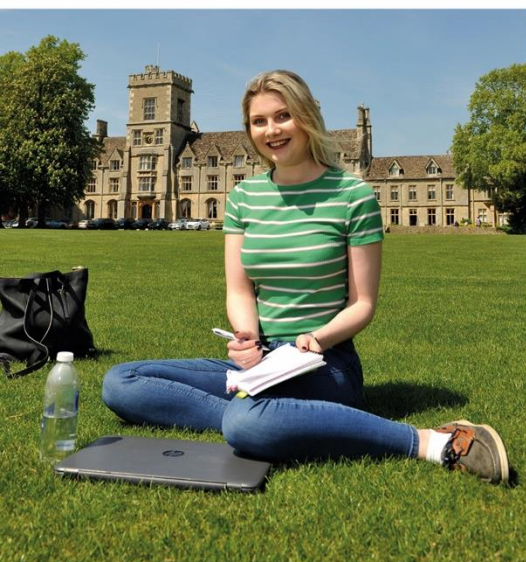
Key Responsibilities

1. **Supporting the ongoing development of the RAU's digital learning environment**

   - To work with academic and professional services staff in the enhancement and modernisation of the digital teaching and learning environment for on-campus, distance and blended learning students.
   - To specify, maintain, support and maximise the use of learning platforms and associated software, including Office 365, required for the delivery of the RAU's digital teaching and learning, especially for programmes being delivered at the RAU's domestic and overseas partners.
   - To participate in the coordination of the delivery of digital content to the required timescales by both internal and external academic staff.
   - To be the first point of contact for the delivery of technical support to academic staff in the use of the RAU virtual learning environment, its associated tools and technologies.
   - To assess reports of technical issues and, if necessary, escalate them as required.
   - To participate in the technical design, and renewal on an ongoing basis, of the web pages that comprise the RAU's VLE.
   - To participate in the identification, technical evaluation, testing and implementation of new digital learning tools and technologies, ensuring that existing systems remain stable and fully operational.
   - To provide technical advice and expertise to support informed decision making in the use of learning technologies to enhance the student experience.
   - To maintain high standards of service through effective verbal and written communication and a positive collaborative approach.
   - To participate in the provision of data and reports as required, and to assist with measurement of services in accordance with key performance indicators.

2. **Providing training for staff and students**

   - To participate in the design, development and delivery of digital learning resources in a range of formats and media for a wide range of users.
   - To participate in the induction of new academic staff members.

3. **Other responsibilities**

   - To undertake on-going personal and professional development, to keep relevant skills and knowledge up to date.
   - To assist in the training of new or more junior members of the team and proactively seek to expand their knowledge.
   - To represent the department at internal committees and meetings.
   - To carry out such other tasks as may be requested by the Head of ITS and the Digital Learning Manager.

Person Specification

Requirements The post holder must be able to demonstrate:	Essential or Desirable	Measured by A) Application Form B) Interview
Qualifications		
Qualification in Technology Enhanced Learning.	D	A
Knowledge and Experience		
Extensive experience of supporting others in the use of Moodle and other digital learning facilities.	E	A, B
Knowledge and experience of learning design and the ability to present ideas and information using digital technology in a clear, easily understandable manner.	E	A, B
Practical experience in delivering face to face training and development.	E	A
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 of working in a Higher Education or Further Education learning technology environment.	E	A, B
Ability to adapt readily and positively to changing circumstances.	E	A, B
Experience in team leadership and / or project management on technology enhanced learning projects.	D	A, B
Technical Skills		
Demonstrable experience in the administration of VLEs and other digital learning packages such as Turnitin, Moodle and Mahara.	E	A, B
Demonstrable experience in the use of lecture capture technology, preferably Panopto, and in the production of video-based learning material, ideally using smartphones.	E	A, B
Knowledge of programming languages used in digital content, including HTML and SQL.	D	A, B
Must be willing to work outside of standard working hours when required		

General Terms and Conditions of Employment

- This post is a full-time appointment, offered on a 12 months fixed-term basis. It will be remunerated on the single pay spine, at Grade 6: £25,941 - £30,942 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 and 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. Your line manager will discuss with you the required working hours.

- The University holiday year runs from January to December. The post carries an entitlement to 25 working days 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

- **Immediate start available –** applicants will be interviewed on an ongoing basis until the position is filled.

- 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.