

Job Description

Post/Job Title:	Learning Technologist
Postholder:	
Ref:	3841/AS252
Location including building:	Educational Development Services Centre, Library & Learning Centre (LLC)
School/Service:	Academic Services
Group/Section:	Learner Support
Duration if temporary:	One year fixed term contract
Normal hours per week:	Full Time
(Some flexibility will be required in order to ensure that key time scales and deadlines are met).	
Grade:	NSS BU Grade 5
Accountable to:	Senior Learning Design Adviser

Job Purpose

Working in Academic Services within the Educational Development Services (EDS) team, you will provide pedagogical and technical support to academic staff in relation to e-learning. In particular, you will support the development of the use of myBU, the University's Virtual Learning Environment in Blackboard.

EDS enhances the quality of learning and teaching throughout the University by:

- Enhancing the practice of learning and teaching.
- Supporting the effective use of e-learning.
- Encouraging innovation in the curriculum.

<http://www.bournemouth.ac.uk/eds/>

This post offers exciting opportunities to become a member of team of learning technologists to learn how to support the effective use of technology in learning and teaching.

Main Responsibilities

1. Developing and supporting myBU in learning and teaching across the University in all disciplines.
2. Designing and delivering staff training in the use of myBU and other technologies.
3. Provide system administration support for myBU including testing of upgrades in conjunction with members of Information Systems within Academic Services.
4. Experimenting with new technologies and supporting their application in learning and teaching.
5. Developing and updating some of the EDS web pages paying close attention to legal requirements (e.g. accessibility legislation, copyright and data protection).
6. Promoting and the appropriate pedagogical use of e-learning through resources, communication and assessment tools.

7. Evaluating the use myBU and other technologies in learning and teaching and producing case studies.
8. Keeping up to date with the latest developments in the use of Blackboard.
9. Maintaining a personal development programme to ensure appropriate skill levels.

Organisation Chart

Manager – EDS

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Senior Learning Design Adviser

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Learning Design Adviser | **Learning Technologist** | Learning Technologist | Learning Technologist (PDP)

Dimensions

The use of myBU to support the student experience is rapidly expanding across the University and the post holder will play a key role in this development. The post holder will develop a good understanding of the effective use of technology to enhance learning and teaching. The main focus will be on supporting and developing the use of Blackboard.

Contacts

Internal:

Colleagues in all sections of Academic Services

IT Service

Learning Technologists or representatives within the Schools and Support Services

Academic and administrative staff in Schools

External:

Blackboard.

Suppliers of other software

Learning technologists in other universities

National organisations eg HE Academy Subject Centres

Challenges

Working with all disciplines across the University

Learning the full functionality of Blackboard

Appropriate use of learning technologies to enhance learning and teaching

Keeping up to date with the potential of new technologies

Additional Information

Post-holder may be required to attend training courses away from the University

NB: The post holder must at all times carry out their responsibilities with due regard to the University's Dignity, Diversity and Equality Policy Statement.

The purpose of the job description is to indicate the general level of responsibility and location of the position. The duties may vary from time to time without changing their general character or level of responsibility.

Bournemouth University is a No-Smoking Environment.

August 2007



Person Specification

Post / Job Title: Learning Technologist	Post No: 3841/AS252
School / Service: Education Design Studio, Academic Services	Date: August 2007
SELECTION CRITERIA	Essential / Desirable
Knowledge (including experience & qualifications)	
Educated to degree level or equivalent	E
Sound pedagogic knowledge in e-learning and processes (including accessibility and other legislations) to enhance the quality, flexibility and efficiency of learning & teaching within the University	E
Broad knowledge and experience of working with and administering a Virtual Learning Environment and e-learning development tools	E
Experience in designing and delivering e-learning workshops and presentations for staff training and development	E
Recent experience within an HE environment	D
Experience of customer/help-desk support environment	D
Skills	
Excellent interpersonal skills	E
Excellent written and verbal communication skills	E
Good presentation skills	E
Training and staff development	E
Proficient use of MS Office applications	E
Technical competence in web authoring, (i.e. HTML, XML) using a range of multi-media tools (e.g. Macromedia and Adobe products)	E
Web database/programming skills (e.g. ASP, ODBC, PHP)	D
Research and evaluation skills	D
Report writing	D
Proactive customer support and problem resolution	D
Attributes	
Diplomacy	E
Flexible approach	E
Team worker	E
Ability to be self-reliant and proactive	E
Well organised	E