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| <b>Post title:</b> Learning Technologist                                    | <b>Post No:</b> 008288             |
| <b>School or Department:</b> AAH  | <b>Date created:</b> November 2020 |
| <b>Grade:</b> G   | <b>Hours per week:</b> 37          |
| Fixed term end date (if applicable): n/a                                    |                                    |
| Other requirements of the role:   |                                    |
| <b>Immediate line manager:</b> Head of the Learning & Teaching Support Unit |                                    |
| Title & Grade of posts line managed by postholder: None                     |                                    |

Job purpose:

- To support colleagues in the school with expert advice, by sharing innovation, providing support and creating guidance about learning and teaching with technology, in order to enhance the academic and pastoral activities of the school.
- To develop and manage technologies, resources and effective practices to support learning, teaching and assessment across the School.
- To liaise and collaborate with colleagues within the school, and the LTSU, as well as colleagues in Digital Technologies, Centre for Academic Quality and Organisational Development teams, advising, coordinating, developing resources, services, workshops and training within the school and the wider NTU community where appropriate.

**Principal duties and responsibilities:** The role will encompass all the following, but the balance of duties and responsibilities will be determined in discussion with the post holder's line manager:

- Evaluate, develop and deliver effective learning, teaching and assessment processes supported by technology, through liaison with academic, administrative and central support staff.
- Maintain a contemporary knowledge of current practices and future opportunities in online, distance, blended and flexible learning and teaching at NTU, and across the Higher Education sector, in order to give up-to-date, specialist advice to colleagues.
- Work in partnership with colleagues identifying learning, teaching and assessment needs to develop effective flexible online learning.
- Attend and report on meetings, product demonstrations and user groups to ensure LTSU are kept up-to-date with new practices.
- Provide advice to academic and administrative staff on compliance with policy and procedures for the use of learning technologies.
- Engage with scholarly and research activity to support an evidence-based approach to the use of learning technologies.
- Advise and support colleagues on how to support student learning with the effective and inclusive use of technologies for learning and teaching.
- Other duties as required.

**Special requirements:** Willing to travel to NTU campuses, as required, in the course of duties within the role  
**N.B.** The post-holder may be required to undertake any other duties which may reasonably be required as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

| Personal Attributes |  |  |
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| Attributes          | Essential  | Desirable  |
| Knowledge           | <p>An in-depth understanding of flexible, blended and online learning including the use of virtual learning environments, and relevant digital pedagogies.</p> <p>Demonstrated ability to utilise knowledge of learning and teaching with technology in course design and delivery.</p>  | <p>Understanding of key policy and practice areas related to the use of technology to support learning and teaching such as inclusive practices, accessibility etc</p> |
| Skills              | <p>Ability to enthuse staff and bring about change.</p> <p>Ability to function as a fully contributing or lead team member – with excellent interpersonal and negotiating skills.</p> <p>Demonstrated problem analysis and solving skills.</p> <p>High level organisational skills, including the ability to work under pressure and to tight deadlines.</p> | <p>Project Management experience.</p>  |
| Experience          | <p>The evaluation and application of technologies to support effective learning, teaching and assessment practices.</p> <p>Active participation in networks relating to learning technology practice and/or relevant research networks Teaching experience</p> <p>Design delivery and evaluation of training sessions.</p>                                   | <p>Application of current legislation as it applies to the use of learning technologies.</p>   |
| Qualifications      | <p>A postgraduate qualification in a relevant discipline, or equivalent experience.</p>  | <p>Teaching or training qualification or certificate</p>   |

| Competencies           |                        |
|------------------------|------------------------|
| Essential Competencies | Desirable Competencies |
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| <p><b>Team working (Level 3)</b><br/>Leads aspects of teamwork, seeking and implementing improvements to the team's outputs/service and developing colleagues within the team. Challenges colleagues.</p> <p><b>Communicating and Influencing (Level 3)</b><br/>Communicates effectively with a wide range of diverse internal and external stakeholders, influencing and negotiating change. Networks internally to keep ahead of developments.</p> <p><b>Organisation and delivery (Level 2)</b><br/>Plans time taking account of organisational priorities and other colleagues' work roles to achieve results.</p> <p><b>Creativity and innovation (Level 2)</b><br/>Seeks out, reviews and implements new ways of working to improve delivery of service</p> | <p><b>Customer Focus (Level 3)</b><br/>Provides a quality service that is regularly reviewed. Anticipates customer needs. Actively seeks feedback on services from customers and makes appropriate changes to service and to underpinning policy/strategy.</p> <p><b>Adaptability (Level 2)</b><br/>Responds positively to change, supporting others in managing transition and being flexible in approaches to job role. Is aware of own strengths and areas for development. Seeks feedback on own work.</p> |
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[N.B All competencies should be drawn from the NTU Competency Framework which can be found [here](#)]

Job Description and Person Specification created by (post title): **Principal Lecturer (Learning and Teaching Manager)**