

**JOB DESCRIPTION**

**Job Title Augmented and Virtual Reality Project Support Manager**

**School CELT**

**Grade F**

**Full Time/Part Time 0.5 FTE, 12 months FTC in first instance**

**Campus Docklands**

**Responsible to Head of CELT**

**Liaison with** **Staff, students and External Organisations as required**

**Never Not Moving Forward**

Build your career, follow your passion, be inspired by our environment of success. #BeTheChange

The University of East London is one of the most diverse and vibrant universities in the global capital. Our pioneering and forward-thinking vision is making a positive and significant impact to the communities we serve, inspiring both our staff and students to reach their full potential.

Born in 1898 to serve the skills needs of the 2nd industrial revolution, the University of East London has commenced Year 3 of its transformational 10-year [Vision 2028 strategic plan](https://issuu.com/universityofeastlondon/docs/annual_review_2020?utm_source=Charlotte%2BWhite%2Btest%2Bmail%2Blist&utm_campaign=46c08a193b-EMAIL_CAMPAIGN_2018_09_19_02_52_COPY_04&utm_medium=email&utm_term=0_e8797a5163-46c08a193b-) led by our Vice-Chancellor & President, Professor Amanda Broderick, to advance Industry 4.0 careers-1st education. We have a clear route-map to provide a springboard for the jobs and opportunities of the future; drive diversity in the 4.0 talent pipeline - working in partnership to promote talent wherever it is found; and to create an inclusive and sustainable, green future.

We are looking for forward-thinking, innovative, curious, high-energy, self-aware people who are passionate about making a positive difference and who will thrive in an inclusive and diverse University community who are never not moving forwards.

As one of the most socially inclusive and international Universities and comprising one of the most diverse staff populations in the UK (50% of our professoriate identify from black or minority ethnic backgrounds), we are hugely proud of our track record in reducing inequalities (ranked 1st in the UK & 2nd globally, Times Higher Education Global Impact Rankings, 2020) and our commitment to equality, diversity and inclusion is at the heart of Vision 2028.

We are building an environment of success where colleagues are supported to achieve, and our community can flourish and thrive. We are an accredited Investors in People Award Institution and have achieved the Investors in People Health and Wellbeing Award. With Athena Swan Awards and being one of a small number of Universities to have achieved the Race Equality Charter Award, we continue on our journey to address and reduce barriers to opportunity.

So, if you are looking to build your career in a dynamic, inclusive and performance-focused team and are inspired by our environment and drive for success, we want you to apply to join the University of East London. We are looking for inspirational individuals who have a passion to make a positive difference to people and planet, creating a more sustainable future for everyone.

**THE DEPARTMENT:**

The Centre for Excellence in Learning and Teaching (CELT) aims to provide institutional leadership for developing innovative and outstanding teaching practices. Our focus is therefore on continuously reviewing the ways in which students learn and enhancing how that learning is facilitated. In this way we can raise the status and reputation of UEL as a beacon of excellence in learning, teaching and assessment. We will support our aims by delivering and curating learning activities, providing practical support and promoting recognition and reward schemes to support colleagues to innovate and enhance learning and teaching practices

**JOB PURPOSE:**

To work with the Head of CELT as part of a project-based, professional service. The post holder will manage and provide support for the EON XR platform at the school, programme and individual level. The role requires technical skills, experience of work within a project-based environment and an understanding of how technology can be used to support the enhancement of the quality of teaching. She/he will also contribute to the timely and effective delivery of CELT’s priorities within the wider Vision 2028 of the University.

**MAIN DUTIES AND RESPONSIBILITIES:**

* Create roles and privileges/permissions to the other users
* Look after the deployment of the licenses in the organisation
* Coordinate, clerk and facilitate steering group
* Oversee school administrators
* Coordinate training and development
* Be informed by the product development team on all the updates and new releases.
* Responsible for communication on major technical issues related to the use of EON XR at your organisation
* Coordinate and conduct user acceptance testing
* Receive regular updates and reports on the usage of the platform
* Generate reports and audit the usage of the platform
* Coordinate grant application activities
* Responsible for distribution and request of the credits to buy the paid assets (3D models) via EON XR Marketplace
* Coordinate communications and rollout of the EON XR platform
* Coordinate and manage EON XR events e.g. sideshow demonstrations, hackathons
* Lead integration of AR/VR in to CELT activities

**PERSON SPECIFICATION**

**EDUCATION, QUALIFICATIONS AND ACHIEVEMENTS:**

**Essential criteria;**

Are you educated to degree or equivalent (A)

**Desirable criteria;**

PRINCE2 Foundation (or equivalent)

**KNOWLEDGE AND EXPERIENCE:**

**Essential criteria;**

* Experience in a project-based work environment and knowledge of cross-sector practices for software development and implementation (A/I)
* Knowledge and experience of software project management, introducing new systems into a complex organisation (A/I)
* Experience of using a web-based application for account management (user creation, deletion, assigning permissions) (A/I)
* Working with third party providers to support and develop on-site systems and experience of managing and escalating issues and faults (A/I)
* Experience of working with a wide range of stakeholders in a project setting to deliver excellent service and support (A/I)

**Desirable criteria;**

Knowledge and experience of working with augmented and virtual reality systems

**SKILLS AND ABILITIES**

**PLANNING AND ORGANISING**

* + Ability to manage a workload with changing priorities and tight deadlines, to be proactive and to respond to issues quickly, flexibly and appropriately as part of a team. (A/I)
	+ Excellent organisational skills, including achieving agreed deliverables within time and resource constraints. (A/I)

**COMMUNICATION**

* + Excellent communication strategies, both written and oral, which demonstrate tact and diplomacy and include the ability to negotiate and convey often complex information to suit the needs of different audiences. (I)
	+ Excellent interpersonal skills and the ability to work collaboratively to motivate and influence academic and professional services colleagues across UEL staff. (I)

**INITIATIVE & PROBLEM SOLVING**

* Experience of using initiative and creativity to resolve problems and work iteratively on project development within the CELT team and wider institutional context. (A/I)

**Other essential criteria:**

* + An understanding of policy and legal issues, including copyright, data protection and

 accessibility legislation and confidentiality. A/I

* + Commitment to, and understanding of, equal opportunities issues within a diverse and

 multicultural environment. (A/I)

**Criteria tested by** **Key:**

A = Application form

C = Certification

I = Interview

T = Test