

**JOB DESCRIPTION**

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| **Job Title** | Learning Technology Advisor |
| **Salary** | £43,829 - £50,893 per annum (including London Weighting)  |
| **Grade** | F |
| **School/Service** | Centre for Excellence in Learning & Teaching (CELT) |
| **Campus** | Docklands |
| **Responsible to** | Head of CELT |
| **Liaison with** | Learning Technology Team, Academic Development Team, CELT Admin team, Academic colleagues in schools and relevant professional service colleagues, external contacts. |
| **Contract type** | Permanent |

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

**University of East London**

We’re the University of East London (UEL) founded in 1898 and proud to change lives through education. Our goal is to advance industry 5.0 careers-first education and provide a clear path to the jobs and opportunities of the future. We’re committed to driving diversity in the 5.0 talent pipeline, working in partnership to promote talent wherever it is found and crafting a balanced, inclusive, and green future.

But we can't achieve this goal alone. We need forward-thinking, innovative, and curious individuals like you to join our community and help us craft our future. As part of our team, you'll have the opportunity to work with a diverse range of people who share your passion for crafting positive change. We’re an inclusive and welcoming community that is constantly moving forward, never satisfied with the status quo.

**About the School / Service**

UEL’s ambition is to become London’s leading university for civic engagement. We are a vibrant and diverse university located in the heart of east London. Our new corporate plan sets an ambitious agenda for our future success and growth which focuses on the delivery of high-quality teaching and learning, and excellence in research.

The Centre for Excellence in Learning and Teaching (CELT) promotes innovative, inspiring and encouraging approaches to teaching and learning across the University. Led by the Pro-Vice Chancellor of Education and Experience, the CELT team works collaboratively with academic colleagues in delivering active blended learning and online learning programmes as well as support the professional development of academic and professional service colleagues across the university.

**JOB PURPOSE**

To work with the Head of CELT as part of a project-based, professional service to support the delivery of high quality and engaging teaching.

The post holder will provide support and training at the school, programme and individual level in the use of technology enhanced learning (TEL) platforms including, but not limited to, Turnitin, Moodle, MS Teams, Articulate and MentiMeter. The post holder will provide experienced advice, mentorship, consultancy and support for academic staff and other key partner groups across the university on the use of TEL platforms for special projects/programmes and in curricular activities Generative AI and help develop self-paced courses.

The role requires sophisticated technical skills, interactive teaching skills, experience of work on TEL projects within a project-based environment and a deep understanding of how technology can be used to support the enhancement of the quality of teaching and provide positive student outcomes for diverse communities of learners. You will contribute to the timely and effective delivery of CELT’s priorities within the wider Vision 2028 of the University.

**Main Duties and Responsibilities**

1. Work collaboratively with the Academic Development team, AR/VR Centre Manager and Head of CELT to develop and support school and service projects to use TEL platforms to provide engaging and innovative delivery models including blended, distance and block modes to engage students.
2. Engage systematically in appropriate professional development, horizon scanning and research activities, to provide an informed perspective on best practices in TEL; advise institutional strategies and engage academic and relevant professional services colleagues.
3. Chip into the development, monitoring, evaluation of data and reporting from pilot projects and user groups to assess the effectiveness of TEL platforms and alignment with institutional priorities.
4. Provide the front-line support to academic and professional services staff via email, webinars, self-paced courses, scheduled and customised training workshops (face: face, blended and online) in the effective integration of Technology Enhanced Learning (TEL) into curricular activities to support the delivery of the educational projects across the University.
5. Plan, develop and deliver a range of user documentation and training materials including guides, video tutorials and online course content to support academic colleagues and relevant professional services colleagues in their understanding and effective use of TEL.
6. Establish and effectively supervise workflows to support and manage the development of training materials, content management of the CELT staff development MOODLE site, delivery of workshops and pilot projects within the Learning Technology team.
7. Recognise and call out more difficult requests to the Head of CELT or other identified IT colleagues.
8. Give, in collaboration with IT services, the testing, analysis and evaluation of upgrades to existing platforms and the installation of new tools and emerging technologies.
9. Participate and report back to CELT on relevant committees, working groups or user groups as determined by the Head of CELT.
10. Contribute to the design and implementation of UEL policies, strategies, projects and initiatives relating to TEL.
11. Work as an active team member within the Centre for Excellence in Learning and Teaching to support the delivery of its objectives and undertake any other duties as may be required by the Head of CELT that are within the scope, spirit and purpose of the job.
12. Work in accordance with UEL policies, including our Equality & Diversity Policy

 **PERSON SPECIFICATION**

**EDUCATION QUALIFICATIONS AND ACHIEVEMENTS**

 **Essential**:

• A first degree.

**Desirable qualifications**:

• A higher degree and/or a teaching qualification.

• Up to date knowledge of relevant professional fields preferably evidenced through a Post Graduate qualification and/or, Fellowship of the Higher Education Academy and/or Certified Membership of the Association for Learning Technology.

**KNOWLEDGE AND EXPERIENCE**

**Essential:**

• Substantial experience planning, designing and implementing technology enhanced learning (TEL) staff development and training activities in various delivery modes across an HEI or similar setting for the development of innovative and effective teaching approaches and course materials.

• Experience in a project-based work environment and knowledge of cross-sector practices for the development, critical evaluation and research of TEL projects to produce positive student outcomes

 **Desirable:**

• Expert knowledge of Moodle, Turnitin, MentiMeter, MS Teams as a learning platform, Generative AI

• A record of relevant and current scholarship and/or professional practice activity related to TEL.

• Experience capturing, editing and producing video content for online use.

**SKILLS AND ABILITIES PLANNING AND ORGANISING**

* • Ability to own 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.
* Excellent organisational skills, including achieving agreed results within time and resource constraints.

**COMMUNICATION**

• Excellent communication strategies, both written and oral, which demonstrate tact and diplomacy and include the ability to negotiate and convey often sophisticated information to suit the needs of different audiences.

• Excellent communicational skills and the ability to work collaboratively to empower and influence academic and professional services colleagues across UEL staff.

**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.

Other essential criteria:

• An understanding of policy and legal issues, including copyright, data protection and accessibility legislation and confidentiality.

• Dedication to, and understanding of, equal opportunities issues within a diverse and multicultural environment