

Candidate Information

Position: e-Learning Team Lead
School/Department: School Office (Med, Dent & Biom Sci)
Reference: 21/109381
Closing Date: Monday 6 December 2021
Salary: £34,304 - £40,927 per annum
Anticipated Interview Date: Friday 7 January 2021

JOB PURPOSE:

Lead and manage the School's eLearning team to ensure that the team continues to contribute to the enhancement of quality teaching within the School through the development and implementation of innovative eLearning tools and solutions.

MAJOR DUTIES:

1. Manage the activities of the School's eLearning team. Delegate work activities, as required, to deliver specific objectives within agreed deadlines, ensuring that professional and quality service standards are applied and maintained.
2. Design, lead and project manage the School's eLearning projects, including those arising from major programme developments and expansion. This will include working with HSC partners on relevant eLearning projects and technologies supporting clinical placement delivery.
3. Provide assistance and specialist advice to academic and support staff to design and develop high quality eLearning solutions for existing and new undergraduate and postgraduate courses to deliver a high quality learning experience to students.
4. Represent the School on relevant internal and external committees to ensure that the School's diverse needs and requirements are adequately represented in wider university projects.
5. Identify the training needs required to support the delivery of the School's eLearning projects. Organise, promote and deliver this training to a diverse range of staff, students and partners in HSC Trusts and Primary Care practices across NI.
6. Maintain technical documentation of development work and provide reports on work to the relevant School Teaching Committees as appropriate
7. Lead and manage the continued development and maintenance of the Medical Education Portal for the Centre for Medical Education. This includes managing and implementing those changes, which will become necessary as a result of the rollout of the new C25 medical curriculum.
8. Work with the School's Postgraduate & Professional Development office to ensure high quality, innovative, sustainable e/blended learning activities across the postgraduate taught portfolio.
9. Such other duties as may be assigned and which fall with the general ambit of the post.

Planning and Organising:

1. Manage the School's eLearning team and lead School eLearning projects to ensure that each is managed to a high standard and delivered on time and within budget.
2. Plan, co-ordinate and schedule own workload/activities and that of the eLearning team to ensure that objectives (short/medium/long term) are achieved.
3. Help to organize and run workshops and courses to encourage staff to fully participate in eLearning initiatives.
4. Provide pedagogical advice to subject matter experts on the best ways of developing and delivering their eLearning materials.

Resource Management Responsibilities:

1. Assist in the planning of resources within area of responsibility to ensure that they are effectively managed and monitored.
2. Oversee projects to ensure each is delivered on time and within budget to meet the business needs of the School and the University.
3. Assume delegated responsibilities as appropriate.

Internal and External Relationships:

1. Represent and promote curriculum development, teaching, learning and assessment, including digital learning at internal and external meetings to ensure that the School's work/issues are appropriately represented and reported and contribute to collaborative initiatives.
2. Liaise with internal and external contacts, to ensure that the appropriate levels of integration, collaboration and understanding are maintained with relation to ongoing eLearning developments.
3. Keep up to date with new developments in IT in general and eLearning in particular. Attend when requested relevant internal and external conferences and workshops.
4. Represent the School/Faculty on University committees and working groups ensuring that the School's diverse needs and requirements are adequately represented in wider university projects.
5. Establish and maintain links with professional/specialist bodies or groups.
6. Communicate and liaise directly with all levels of staff and students.

ESSENTIAL CRITERIA:

1. *A degree and 3 years recent relevant experience in an educational role related to digital learning and/or technology-enhanced learning OR *At least 5 years recent relevant experience in an educational role related to digital learning and/or technology-enhanced learning.
2. *Recent experience of managing a technical support team in a higher education setting.
3. *Providing specialist, professional advice and support to academic and teaching staff.
4. *Recent experience in leading and delivering eLearning related projects.
5. *Designing and developing innovative eLearning solutions for use within an educational environment.
6. *Recent experience of supporting a VLE such as Canvas in a higher education setting.
7. *Supporting learning and teaching through the use of digital technologies.
8. *Developing and delivering online or blended courses/workshops.
9. *Using Adobe Creative Cloud products to process images and capture/edit video and audio.
10. A sound understanding of professional curriculum development, teaching, learning and assessment, including digital learning practices.
11. Well developed analytical and problem solving capability. Be able to adopt and implement innovative solutions to complex technical solutions.
12. Professional engagement with current developments in the use of new technologies in learning and teaching and have an understanding on how these may impact on the functions of the School and University.
13. Clear understanding of relevant policies and codes of practice associated with the provision of IT related services in an educational/research environment (e.g. Systems security, Data Protection Act, Health and Safety, Waste Electrical and Electronic Equipment Directive).
14. Good communication and inter personal skills.
15. Ability to give coherent explanations of complex subjects and to communicate clearly and concisely to a wide range of staff.
16. Ability to work in a team, but also on own initiative.
17. Ability to support and guide other staff, including non-technical users, in their use of IT related services and resources.
18. Ability to work under pressure and to meet deadlines.

DESIRABLE CRITERIA:

1. *Postgraduate or professional qualification in education (or related) area.
2. *Evidence of continuing academic development e.g. FHEA or AFHEA.
3. *Experience of eLearning authoring tools e.g. Articulate Storyline, Adobe Captivate, etc.
4. *Experience of developing IT strategies for the enhancement of teaching or training.
5. Knowledge of appropriate web standards e.g. SCORM, IMS.
6. Knowledge of emerging technologies and concepts and their application to the education sector e.g. cloud computing and use of social media for educational purposes.