

Candidate Information

Position: E-Learning Developer/Team Lead
School/Department: School of Medicine, Dentistry and Biomedical Sciences
Reference: 22/110209
Closing Date: Monday 3 October 2022
Salary: £35,333 - £42,155 per annum
Anticipated Interview Date: Thursday 27 October 2022
Duration: Permanent

JOB PURPOSE:

Contribute to the enhancement of quality teaching within the School through the development and implementation of innovative eLearning tools and solutions.

MAJOR DUTIES:

1. 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.
2. Plan and direct 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.
3. 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.
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.

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. Experience providing specialist, professional advice and support to academic and teaching staff.
3. Experience of delivering / leading projects.
4. Experience of designing and developing innovative eLearning solutions for use within an educational environment.
5. Experience of supporting a VLE such as Canvas.
6. Experience of supporting learning and teaching through the use of digital technologies.
7. Developing and delivering online or blended courses/workshops.
8. Using Adobe Creative Cloud products to process images and capture/edit video and audio.

9. A sound understanding of professional curriculum development, teaching, learning and assessment, including digital learning practices.
10. Well developed analytical and problem solving capability. Be able to adopt and implement innovative solutions to complex technical solutions.
11. 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.
12. 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).
13. Good communication and inter personal skills.
14. Ability to give coherent explanations of complex subjects and to communicate clearly and concisely to a wide range of staff.
15. Ability to work in a team, but also on own initiative.
16. Ability to support and guide other staff, including non-technical users, in their use of IT related services and resources.
17. Ability to work under pressure and to meet deadlines.

DESIRABLE CRITERIA:

1. Postgraduate or professional qualification in education (or related) area; OR
Evidence of evidence of continuing professional development in an eLearning/educational role.
2. Experience of eLearning authoring tools e.g. Articulate Storyline, Adobe Captivate, etc.
3. Knowledge of appropriate web standards e.g. SCORM, IMS.
4. 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.
5. Experience of developing IT strategies for the enhancement of teaching or training.