### Purpose of role

The purpose of this role is to support the development of a suite of Higher Degree Apprenticeship (HAD) programmes within the Faculty of Science. The role will develop a coherent online learning approach that will be used to deliver content and support student learning both on campus and in the workplace.

The role holder will be responsible for contributing to the design and development of content and learning support, working closely with the academic staff responsible for the curriculum. Their remit is to design, create and upload online content that fits to the course pedagogy and academic vision. The role will include assisting in the definition of the pedagogic approach and delivering associated learning. It will also include providing technical support and training in the use of learning technologies, online pedagogy, digital tools, and technologies that can be used to enhance inclusivity, remove barriers, increase productivity, and enable both staff and students to develop diverse strategies which enable personalised learning. This requires expertise both in University-systems and in external applications.

The role holder will partner with stakeholders, university academic teaching staff and technical support staff to enhance technology enabled learning across the apprenticeship programmes. The role holder will use a variety of different techniques to promote and support their activities, including solution provision, learning technology recommendations and utilisation of differing social media, creation of support materials (web based) and promotion of the project (as required). The role holder will be vital to the success of the University teaching and learning strategy and requires a combination of strong interpersonal skills, technical expertise and online learning experience.

### Main responsibilities

| % time per year | 70% |

#### 1

- **Develop, design and contribute to the delivery of technology enhanced learning solutions for Apprenticeship programmes within the Faculty of Science**
  - Design, develop and advise on technology enhanced learning content for the Faculty of Science degree Apprenticeship schemes taking account of Quality Assurance and Employer requirements. This will include working with Moodle (the Virtual Learning Environment), and other technologies as appropriate.
  - Proactively engage with academic colleagues in the instructional design, development and translation to effective technology enhanced learning from existing taught content to online content, including the identification of the best tool for the job.
  - Provide support to academics and apprentices in the induction/start of apprenticeship activities
- Continual review to identify development opportunities with existing technology enhanced learning
- Update content on Moodle
- Liaise through formal channels with School and Faculty Teaching and Learning representatives, and informally with all members of the Faculty.
- Work with learning and teaching directorate colleagues to promote, publicise and support growing use of learning technologies
- Take responsibility for developing, testing and implementing new online resources
- Seek ways of improving own performance through reflection and analysis of feedback in order to develop own teaching and learning skills.
- Provide advice on personal and professional development of others
- Engage in dissemination of conceptual and complex ideas to a wide variety of audiences.
- Assist in the planning and delivery of tutorials (both online and face to face), online lecture material, and other forms of teaching as appropriate across a range of modules.
- Assess students’ performance in for example; coursework, lab reports and/or exams
- Proactively monitor and respond to student feedback
- Contribute to ongoing update and review of curriculum taking in to account subject benchmarks and external contacts
- If appropriate, act as a personal tutor to students, under the supervision of a Senior Tutor. Support individual students with additional welfare and academic needs, referring them as appropriate to services providing further help

### Building and managing relationships
Establish and maintain proactive relationships, specifically:

- Contributing to the recruitment and management of School based Teaching Associates whose remit is to support delivery of Degree Apprenticeships.
- Understand the Apprenticeship strategy and direction of academic schools within the Faculty of Science
- Support and advise on development of blended and online learning for Apprenticeships
- Collaborate with Libraries and Learning Technology Faculty based colleagues to ensure effective cooperation and a seamless learning support service.
- Take on board feedback gathered by the University Apprenticeship Team(s) where relevant to the role, and make adaptations to online material as necessary in collaboration with Academic colleagues

### Learning Technology developments
- To support the evaluation/testing of new and emerging digital learning systems and services, and enhancements to existing systems. To maintain knowledge of best practices and new initiatives within the industry and its impact on the HE sector as a whole. To make appropriate recommendations on new initiatives and industry developments - in particular their effect upon the University Learning and Teaching strategy, priorities and on digital learning priorities.

### Any other duties appropriate to the level of the role.
## Person specification

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<tr>
<th>Skills</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td></td>
<td>• Ability to work in a team environment, supporting colleagues and sharing expertise</td>
<td>• Ability to contribute to strategic planning</td>
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<td></td>
<td>• Ability to work to deadlines and deal with unforeseen issues and changing circumstances</td>
<td>• Organisational, planning, workload, prioritisation and project management skills</td>
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<td></td>
<td>• Ability to present complex technical concepts in a clear manner</td>
<td>• Clear motivation to teach students</td>
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<td>• Ability to advise on and manage learning programmes</td>
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<td></td>
<td>• Demonstrable ability to identify creative solutions</td>
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<td></td>
<td>• Proven communication and interpersonal skills</td>
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<table>
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<tr>
<th>Knowledge and experience</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td></td>
<td>• Expert knowledge of digital learning pedagogies and their application</td>
<td>• Experience of mobile learning development and associated technologies</td>
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<td></td>
<td>• Substantial, recent, experience of working with Virtual Learning Environments (or equivalent software) to design and deliver online learning</td>
<td>• Knowledge of data science, data mining and machine learning</td>
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<td></td>
<td>• Experience of high level influencing and negotiation</td>
<td>• Knowledge and experience of using Moodle for teaching and learning (or another Virtual Learning Environment) with examples of pedagogy</td>
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<td></td>
<td>• Experience of working across organisational boundaries</td>
<td>• Some knowledge of animation development</td>
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<td></td>
<td>• Knowledge of accessibility issues and their application to digital learning materials</td>
<td>• Knowledge of e-learning standards and their application (IMS, IEEE, SCORM etc.)</td>
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<tr>
<th>Qualifications, certification and training (relevant to role)</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td></td>
<td>• PhD in Science or Maths</td>
<td>• Fellowship of Higher Education Academy or relevant equivalent membership of associated society</td>
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<td></td>
<td></td>
<td>• PhD in Computer Science or Maths</td>
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The University strongly endorses Athena SWAN principles, with commitment from all levels of the organisation in furthering women’s careers. It is our mission to ensure equal opportunity, best working practices and fair policies for all.
Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University’s strategy, vision and values. The following are essential to the role:

Valuing people
Is always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.

Taking ownership
Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.

Forward thinking
Driven to question the status quo and explore new ideas, supporting the team to “lead the way” in terms of know-how and learning.

Professional pride
Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.

Always inclusive
Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

Key relationships with others