Role profile

<table>
<thead>
<tr>
<th>Job title</th>
<th>Learning Technology Officer</th>
<th>Job family and level</th>
<th>Administrative, Professional and Managerial Level 3</th>
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</thead>
<tbody>
<tr>
<td>School/Department</td>
<td>Libraries– Learning Technology</td>
<td>Location</td>
<td>University Park Campus</td>
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**Purpose of role**

To provide front line support to academic staff and students using a range of learning technologies, digital tools, and online learning systems.

They will collaboratively support and promote a wide range of appropriate learning resources and digital learning solutions. This will include supporting staff and students in their use of Moodle (Virtual Learning Environment); Engage (Lecture Capture System); Rogo (e-Assessment system); and other online learning systems as appropriate. They will also support work to enhance inclusivity, remove barriers, increase productivity, and enable personalised learning.

The role holder will be assigned to work to support one of 5 Faculties and will work closely with the Faculty Learning Technology consultant and Digital Learning Director from that area. This will ensure that the support that is being provided matches to a priority need in the Faculty and follows the principle of hearing about and finding fixes for the things that staff and students are finding most difficult or are most important to them.

The role holder will have excellent interpersonal skills and the ability to build authentic relationships with colleagues and students. The role holder will be part of a team that embraces a people centered and consultative approach and that has collaboration and inclusiveness as guiding principles in all its interactions.

The role will be ‘front-facing’ as the role holder will work closely with students and staff to understand what support is required before tailoring the support to those needs. This is a hands-on role where much of the week will be spent directly helping people.

**Main responsibilities**

(Primary accountabilities and responsibilities expected to fulfil the role)

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<th>% time per year</th>
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| 80% |

- Provide support remotely or face for Digital Learning initiatives and activities across your assigned Faculty and Schools. This will include supporting academic colleagues and students in their use of a) Virtual Learning Environment b) e-Assessment system c)Turnitin d) Curriculum Mapping e) ePortfolios f) Multimedia f) Video h) Audio i) Online pedagogy j) And other priority areas as appropriate ·
- Work with colleagues and students to promote, publicise and support the use of learning technologies, assistive technologies and productivity tools
- Work with IT Services and Library colleagues to induct and support staff in start of academic session activities. ·
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<th>No.</th>
<th>Task</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>1</td>
<td>Work with the Faculty Learning Technology Consultant and Digital Learning Director to establish priority areas that require support and to tailor support to those needs.</td>
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<tr>
<td>2</td>
<td>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 provide additional technical support as required in the promotion, investigation, consultation, and creation of the wider range of services supported by Libraries.</td>
<td>10%</td>
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<tr>
<td>3</td>
<td>To contribute to the development of Learning Technologies and Libraries strategy, communication and engagement: To actively participate in the Learning Technology Section team To liaise with colleagues throughout Libraries to maintain awareness of potential developments and plan for their implementation To participate in Libraries projects to enhance the service Presentation of written or oral reports on projects and initiatives</td>
<td>10%</td>
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### Person specification

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<th></th>
<th>Essential</th>
<th>Desirable</th>
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| **Skills** | ▪ Ability to work with academic colleagues to produce online learning materials  
▪ Ability to work in a team environment, supporting colleagues and sharing expertise  
▪ Ability to work to deadlines and deal with unforeseen issues and changing circumstances  
▪ Organisational, planning, prioritisation and project management skills  
▪ Ability to present complex technical concepts in a clear manner  
▪ Proven communication and interpersonal skills  
▪ Advanced skills in Microsoft Word, Excel and PowerPoint. |  |
| **Knowledge and experience** | ▪ Knowledge of a virtual learning environment, such as Moodle  
▪ Knowledge of Digital Learning tools  
▪ Experience of working within a customer-facing environment to provide a high-quality level of support  
▪ Demonstrable experience of design and development of online learning resources  
▪ Demonstrable experience of promoting and supporting Technology Enhanced Learning  
▪ Experience in managing own workload  
▪ Experience in delivering training or presentations, either one to one or in groups  
▪ Experience of working with colleagues from a range of professional backgrounds, including IT specialists | ▪ Knowledge of Online pedagogy  
▪ Demonstrable ability to identify new opportunities and creative solutions thorough awareness of teaching methods employed within HE, especially with regard to digital learning  
▪ Experience on innovative new online learning models, such as MOOCs  
▪ Experience of working in the HE sector and directly supporting academics |
| **Qualifications, certification and training (relevant to role)** | ▪ HND or degree (or equivalent). Or substantial relevant experience | ▪ Higher Level media or digital learning-related qualification |

The University of Nottingham is focused on embedding equality, diversity and inclusion in all that we do. As part of this, we welcome a diverse population to join our work force and therefore encourage applicants from all communities, particularly those with protected characteristics under the Equality Act 2010.
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 friendly, engaging and receptive, putting others at ease. Actively listens to others and goes out of way to ensure people feel valued, developed and supported.

**Taking ownership**
Is clear on what needs to be done encouraging others to take ownership. Takes action when required, being mindful of important aspects such as Health & Safety, Equality, Diversity & Inclusion, and other considerations.

**Forward thinking**
Drives the development, sharing and implementation of new ideas and improvements to support strategic objectives. Engages others in the improvement process.

**Professional pride**
Is professional in approach and style, setting an example to others; strives to demonstrate excellence through development of self, others and effective working practices.

**Always inclusive**
Builds effective working relationships, recognising and including the contribution of others; promotes inclusion and inclusive practices within own work area.

Key relationships with others

- **Line manager**
  - Faculty and School Support Team Leader or Senior Learning Technology Consultant
- **Role holder**
  - Learning Technology Officer
- **Key stakeholder relationships**
  - Academic Staff and RAA staff
  - Colleagues
  - Students