



Job title	Associate Director, Learning Technology	Job family and level	Administrative, Professional and Managerial Level 6
School/ Department	University of Nottingham Libraries	Location	King's Meadow Campus

Purpose of role

Reporting to the Director of Libraries, you will lead the Learning Technology section of UoN Libraries and have responsibility for:

- Service development and definition
- Learning Technology systems, including our Virtual Learning Environment and e-Assessment systems
- Faculty and School Support, including facilitating academic engagement with digital learning technologies
- Learning Content, including multimedia and video production
- MOOCs and NOOCs
- Supplier relationship management
- Managing the Learning Technologies roadmap
- Prioritisation and direction of large scale, complex projects

UoN Libraries is proud to include Learning Technology within our portfolio of services. This role is dedicated to the university's teaching and learning agenda and works to ensure that technology systems are optimised in support of this. Within the role, you will work closely with the Associate Pro-Vice Chancellor for Teaching and Curriculum Leadership, ensuring that the department is aligned to Teaching and Learning strategies and priority pieces of work. You will represent UoN Libraries on a number of university-wide leadership groups, and play a central role in influencing strategic direction through your involvement in University Strategic Delivery Plans.

As the Associate Director for Learning Technology, you will be a member of the UoN Libraries Senior Management Team (SMT) who collectively lead the department. Leadership skills, emotional intelligence, and the ability to work across the boundaries of the entire department are valued just as highly as any technology-specific knowledge and skills that are required to be successful in this role. You will therefore be a senior leader who is committed to collective leadership and is able to understand and support the needs of the whole department. Along with all members of SMT, you will set the strategic direction for the department and be a role model for the inclusive and collaborative ways of working that are central to our successes.

Key to the role is an ability to demystify the technology, being able to translate the technical complexities into tangible benefits which can be easily understood. You will have ambition, creativity and the vision to navigate the complexities of an ever-evolving teaching and learning environment. With a wealth of leadership and management experience, you will have the ability to communicate clearly, and demonstrable negotiating and influencing skills. You will bring in-depth technical sector expertise, along with real ambition for the strategic vision, development and delivery of our services.

We welcome people from different cultures, ethnicities and beliefs and are currently working towards increasing the diversity of our department. Our city is known and loved for its diversity and we would particularly encourage applications from Black, Asian and Minority Ethnic backgrounds to better reflect the diverse community we serve.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	Senior Management Team (SMT) You will: <ul style="list-style-type: none"> ▪ Collectively (with the rest of SMT) lead and manage the UoN Libraries department ▪ Shape the strategic direction of the department ▪ Define and enable an exemplary, high performance departmental culture ▪ Lead cross departmental projects and initiatives ▪ Represent UoN Libraries on university wide leadership groups. ▪ Maintain and develop relationships within the Department and the wider University, and manage communication and engagement so that there is successful take up of services, good staff engagement and flow of information through the Department and across international campuses. (have moved this up from a lower section) ▪ With the Strategy and Planning Section of Libraries, develop, plan and deliver effective communication strategies, harnessing opportunities available across the University. 	20%
2	Learning Technology Leadership, Strategic Development and Management You will: <ul style="list-style-type: none"> ▪ Lead the continuous improvement of learning technology services, systems and support, ensuring that development responds to needs of key customers i.e. students and staff. ▪ Underpin, nurture and facilitate academic engagement with digital learning technologies. ▪ Manage the Learning Technology budget and staff resource to maximise activity in line with University priorities and strategy. ▪ Ensure that service levels and targets are appropriate, agreed with stakeholders and that they are delivered. ▪ Lead and oversee the annual development and implementation of the learning technology roadmap, operational plans and their ongoing review. ▪ Devise and drive initiatives which improve student satisfaction with technology-enabled teaching and learning. ▪ Monitor international sector developments and the University's position relative to other institutions. ▪ Develop and maintain frameworks to measure the success of the Section and ensure collection of data about use of learning systems and services. ▪ Develop and implement training and development activity so that all staff deliver high levels of service and support. 	30%
3	Systems maintenance and development You will: <ul style="list-style-type: none"> ▪ Lead learning technology strategy development and systems management, managing the roadmap for development/renewal, and portfolio of learning technologies. 	10%

	<ul style="list-style-type: none"> ▪ Ensure the effective management of learning system supplier contracts and relationships, including the sourcing of external learning technology systems provision and contract negotiation. ▪ Manage and prioritise internal software development resource to ensure learning technologies meet the needs of teachers and students and are in line with industry best practice. ▪ Lead on relationship management with Digital and Technology Services so that infrastructure is developed or procured in line with needs. ▪ With UoN Libraries colleagues ensure that connections are made between learning systems and library systems to deliver a seamless student experience. ▪ Be the point of escalation of learning technology system failure and lead on incident management. 	
4	<p>Multimedia content development and special projects You will:</p> <ul style="list-style-type: none"> ▪ Lead strategy and support on multimedia content development and management of learning content. ▪ Support the development of MOOCs and NOOCs. ▪ Provide specialist advice for pedagogic innovations. ▪ Manage and prioritise activity so that resources are maximised in line with Faculty and University priorities in teaching and learning. ▪ Ensure effective management of online learning objects and sharing and re-use across campuses. ▪ Ensure effective and efficient provision of video production services including a programme of training for University staff and students. 	10%
5	<p>School and Faculty support for online learning You will:</p> <ul style="list-style-type: none"> ▪ Lead the continuous improvement of student and academic staff support, including training and development services and face-to-face/virtual support, ensuring that all requests from staff and students are handled in a timely and professional manner. ▪ Ensure that the support and advice provided is of high quality so that staff are able to make well informed recommendations on learning technologies to inform teaching, learning, and assessment. ▪ Ensure that all University channels of communication are used to full effect e.g. with the Digital and Technology department and the Education Planning Group. ▪ Commission pilot activities, benchmarking reviews and reports on current pedagogic research to inform best practice. 	10%
6	<p>Team Leadership and Management You will:</p> <ul style="list-style-type: none"> ▪ Lead, manage, motivate and support the Learning Technology Section ▪ Set and review goals with your direct reports ▪ Create and foster a professional, supportive and high achieving culture ▪ Keep staff engagement at the center of your team thinking ▪ Model exemplary leadership skills ▪ Develop the team 	10%

	<ul style="list-style-type: none"> ▪ Manage the section budgets and forecasting, allocating spend appropriately. 	
7	<p>Project Direction and Change Management</p> <p>You will:</p> <ul style="list-style-type: none"> ▪ Direct and lead Libraries and Learning Technology projects. Steer the scope and shape of work, ensuring cross-departmental links are made, and that resources are prioritised in line with strategy. Oversee the management of all aspects of the project lifecycle including planning, benefits realisation and closure. This will also include input into: <ul style="list-style-type: none"> ▪ business case development; ▪ commissioning external consultants and temporary staff as skills and capacity dictate; ▪ facilitating agreement with senior stakeholders of project/programme scope and success criteria. ▪ In addition, lead on the development of project management professionalism within Learning Technology. 	5%
8	<p>Business Development, Bid Writing and Fundraising</p> <p>You will:</p> <ul style="list-style-type: none"> ▪ Develop proposals/bids for internal and external funds. ▪ Lead on identification of Learning Technology related areas where we have known demand or appetite for strategic innovation (as yet unprovided/undelivered) and fundraising to support those innovations. ▪ Seek internal and external funding sources for development and innovation. 	5%

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ Influencing skills gained at a senior level ▪ Senior leadership skills and the ability to motivate and inspire a team ▪ Management skills including project and change management ▪ Evidence of oral, written and interpersonal communication skills ▪ Demonstrable budget management skills ▪ An ability to work effectively in a team environment with colleagues from different professional backgrounds ▪ An ability to prioritise and to schedule workloads in the face of conflicting demands, within resource limitations ▪ Evidence of information technology skills 	<ul style="list-style-type: none"> ▪ Ability to develop and maintain external professional contacts and networks
Knowledge and experience	<ul style="list-style-type: none"> ▪ Professional experience in a senior management capacity, including experience of strategic planning and budget management ▪ Experience and knowledge of learning systems appropriate to the Higher Education environment ▪ Experience of system management and implementation projects for learning and research and teaching ▪ Experience of supplier relationship management in learning systems – VLE and e-assessment ▪ Experience of application development management and testing ▪ Experience of communication and engagement strategy and initiatives ▪ Experience of the management and direction of projects ▪ A proactive approach to service development ▪ Knowledge of legal and regulatory requirements (e.g. copyright legislation, data protection) ▪ Knowledge of national and international best practice and standards e.g. ITiL 	<ul style="list-style-type: none"> ▪ Experience of change management ▪ Experience of successful fundraising ▪ Experience of the application of technologies to support enquiry/help management

	<ul style="list-style-type: none"> ▪ Commitment to meeting customer needs and customer service 	
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> ▪ First degree (or equivalent) or substantial relevant experience 	<ul style="list-style-type: none"> ▪ Postgraduate qualification (or equivalent) ▪ Formal training in project and or programme management



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

Understands that it is essential to provide a structure that people can thrive in. Knows how to communicate with people to create a healthy working environment and get the best out of people.

Taking ownership

Communicates vision clearly, providing direction and focus. Knows how to create a productive environment where people are inspired and can work cross-departmentally in partnership.

Forward thinking

Has the ambition to be a pioneer in own area, anticipating the future change, needs and challenges. Knows how to innovate within their work context and champions others to be inspired to be part of this ambition

Professional pride

Keeps up to date on latest thinking, trends and work practices. Supports team to be thought leaders; willing to challenge if obstacles get in the way.

Always inclusive

Establishes far reaching partnerships, well beyond own area across a broad range of networks. Understand role to pay due regard to the needs of the whole community.

Key relationships with others

