

JOB DESCRIPTION

Job Title:	e-Learning Developer
Department:	DICE
Contract:	Permanent, Full-time
Salary Range:	£25,948 - £28,131 per annum
Salary Grade:	SS3
Report To:	Senior e-Learning Developer
Job Purpose:	To promote, develop and support online teaching and learning across UCB acting as a technical and pedagogic advisor on projects for the e-Learning team.
Main Duties & Responsibilities:	<ol style="list-style-type: none"> 1. Design and develop online learning materials as required for eLearning projects and ensure they are maintained in line with current web standards. 2. Promote and develop pedagogically sound uses for a variety of eLearning tools and technologies to meet the needs of staff and students (for example designing e-portfolio templates for assessments). 3. Act as a technological/pedagogic advisor for the use of current and future eLearning tools and practices. 4. Liaise with internal and external technical staff in order to resolve technical issues in the use of eLearning tools and technologies. 5. Promote the use of innovative technologies for teaching, learning and assessment and assist in the delivery of staff training/workshops to facilitate good use of such technologies. 6. Produce, edit and publish online training materials suitable for a variety of uses including online learning and instructional tutorials for using eLearning tools and technologies. 7. Capture successful eLearning practice through case studies and assist in the hosting of events such as the Teaching and Learning Showcases and Staff Development Days. 8. Assist in system administration activities for the university's VLE.

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	<ol style="list-style-type: none">9. Keep abreast of current trends and developments in eLearning and to source appropriate hardware, software and web applications capable of supporting and enhancing learning and teaching at UCB.10. To ensure practice is in line with the requirements of the General Data Protection Regulations.11. To commit to upholding the principles of Safeguarding and the PREVENT agenda.12. Any other duties commensurate with the nature and grade of the post.
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PERSON SPECIFICATION

Post:	e-Learning Developer	Weighted criteria
Experience:		
1	Experience of working with a virtual learning environment (VLE).	X
2	Experience of eLearning software (such as Adobe, Articulate Storyline or equivalent).	X
3	Experience in a customer-focused role.	
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Skills & Abilities:		
6	Ability to generate and produce online learning resources using eLearning software.	X
7	Excellent written and verbal communication skills, including the confidence to address large groups (for example, delivery of induction information).	
8	Ability to manage multiple projects, working under pressure and to deadlines.	
9	Ability to work independently and as part of a team, engaging in effective collaboration.	
10	Ability to use a range of web-based technologies and authoring software.	
Education & Qualifications:		
11	Relevant qualification in eLearning or similar.	X
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Training & Professional Development:		
16	Willingness to keep abreast of developments in eLearning and engage in training relevant to the post.	
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Other:		
21	Flexible approach to work to support the needs of the service.	
22	An understanding of the principles of Safeguarding and the PREVENT agenda in the context of further and higher education.	
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