

JOB DESCRIPTION

Job Title:	eLearning Developer
Department:	Technology Team c/o Corporate Services
Contract:	Full-time, permanent
Salary Range:	£23,754 - £25,941 p.a.
Salary Grade:	SS3
Report To:	Head of Digital Learning
Job Purpose:	To promote, develop and support online teaching and learning across UCB acting as a technical and pedagogic advisor on eLearning projects for the Technology 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. Assist in the delivery of staff and student training and produce support materials such as user guides. 6. Produce, edit and publish video-based materials suitable for a variety of uses including online learning and instructional tutorials for using eLearning tools and technologies. 7. Capture and promote successful eLearning practice through case studies and events such as the Teaching and Learning Showcases and Staff Development Days. 8. Support students and staff in the use of the University's VLE. 9. Assist in system administration activities for the University's VLE.

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	<ol style="list-style-type: none">10. 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.11. To ensure practice is in line with the requirements of the General Data Protection Regulations.12. To commit to upholding the principles of Safeguarding and the PREVENT agenda.13. Any other duties commensurate with the nature and grade of the post.
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PERSON SPECIFICATION

Post:	eLearning 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.	
4		
5		
Skills & Abilities:		
6	Ability to generate and produce online learning resources using eLearning software.	
7	Strong written and oral 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	Interest/knowledge/technical understanding of technology-enhanced learning for application in education.	
23	An understanding of the principles of Safeguarding and the PREVENT agenda in the context of further and higher education.	
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