

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Educational Technologist</b>
<b>Job Ref:</b>	CAPE22
<b>Service:</b>	Centre Academic Practice Enhancement
<b>Campus:</b>	Hendon
<b>Grade:</b>	6
<b>Salary:</b>	£31,834 - £36,508 including Outer London Weighting per annum
<b>Reporting to:</b>	Head of Technology Enhanced Learning

### **Overall Purpose:**

Working in the Centre for Academic Practice Enhancement (CAPE) the post holder will provide technical and pedagogical support across the University on the use of technology enhanced learning, including the University VLE Moodle, video platform Kaltura, as well as a range of other educational technologies. The post holder will be expected to collaborate with other members of CAPE, Faculty and Professional Services to ensure that the University's implementation of technology is carried out effectively with regard to sound pedagogy and practice.

### **Principal Duties:**

- Develop and maintain a comprehensive knowledge of all aspects of Moodle and related educational technologies such as Kaltura, Adobe Connect, Mahara.
- Administer and monitor Moodle and other centrally supported technologies for potential problems and investigate problems reported via CCSS, LR or directly to CAPE
- Act as the first point of contact providing technical support to staff engaged in the use of e-learning - mainly through a telephone help line and dedicated email account
- Use university applications (e.g. MISIS) to assist in troubleshooting
- Liaise with data providers (e.g. Unihelp Student Office, MISIS team, etc) and staff across the University as appropriate
- Be involved in training activities, website development and in providing guidance on compliance with legislation (SENDA, copyright, etc), usability and accessibility of online materials
- Provide learning technology advice and support to staff, assisting in the development, adaptation or reuse of e-learning resources
- Provide support to staff engaged in digital content development
- Deliver one-to-one support to staff engaged in the development (html pages, graphics, pictures, audio, video etc) of online courses as a means of provide staff with the relevant skills. This may involve hands on support of their implementation
- Work with staff by advising them on how to develop their courses and being part of course/module development teams and being involved in validation events as necessary
- At appropriate times, facilitate processes by which the University collects and analyses student feedback
- Develop web pages, proof read and upload content for specific modules (Dubai provision, etc)

- Author and publish (where appropriate) materials to be used in supporting modules/programmes (e-learning guides for staff and students, authoring guide, etc)
- Identify any new e-learning needs and liaising within CAPE to pass onto relevant service
- Maintain own professional development as learner, keep abreast of developments in technology and teaching and learning
- Follow applicable CAPE and University policies (draft is included at the end of this document)

Undertake such other duties as are assigned from time to time by the post holders' line manager, the Head of Technology Enhanced Learning or the Director of Learning and Teaching

**Hours:** 35.5 hours per week for 52 weeks per annum actual daily hours by arrangement

**Leave:** 30 days per annum plus eight Bank Holidays and seven University days taken at Christmas (pro rata for part-time staff) which may need to be taken as time off in lieu.

**Flexibility:** Please note that given the need for flexibility in order to meet changing requirements, the duties/location of this post and the role of the post holder may be changed after consultation.

**PERSON SPECIFICATION**

**Job Title:** Educational Technologist  
**Grade:** Grade 6  
**Campus:** Hendon

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>
Education/Qualifications	<ul style="list-style-type: none"> <li>Educated to degree level or equivalent experience</li> </ul>	<ul style="list-style-type: none"> <li>Have a degree in a subject area related to educational technology.</li> <li>A qualification related to learning and teaching/academic development in HE i.e. PGCert or HEA/SEDA</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Experience of implementing technology supported learning using Moodle</li> <li>Have been an e-learner or have supported e-learners</li> <li>Have used technology supported learning as a learner or a tutor</li> </ul>	<ul style="list-style-type: none"> <li>Have experience of developing and implementing e-learning</li> <li>Possess relevant training and e-learning support experience</li> </ul>
Knowledge and understanding	<ul style="list-style-type: none"> <li>Good understanding of technology supported learning tools and practices</li> <li>Have a high level of IT/ICT literacy</li> </ul>	<ul style="list-style-type: none"> <li>Good understanding of contemporary learning and teaching approaches and curriculum design</li> <li>Have a sound knowledge of web-based pedagogy, e-learning standards and legislation pertinent to the design and delivery of online courses</li> </ul>
Job related skills/aptitudes	<ul style="list-style-type: none"> <li>Ability to work collaboratively</li> <li>Have excellent organisational, problem-solving, communication and interpersonal skills</li> <li>Ability to work with staff of all levels</li> </ul>	<ul style="list-style-type: none"> <li>Have a working knowledge of video editing software such as Kaltura, Apple iMovie and Final Cut Pro or other video editing software.</li> <li>Have a working knowledge of graphic design software packages such as Adobe</li> </ul>

		indesign, photoshop and illustrator.
Interpersonal Skills	<ul style="list-style-type: none"><li>• A quick learner, able to adapt to new working environment</li><li>• Ability to cope under pressure</li><li>• Be self-motivated, enthusiastic and have a willingness to learn</li><li>• Have a flexible working approach</li></ul>	

**No Parking at Hendon campus:** There are no parking facilities for staff joining our Hendon campus, except for Blue Badge holders. Please ensure you can commute without a car.

Information on public transport to Hendon can be found here:

<http://www.mdx.ac.uk/aboutus/Location/hendon/directions/index.aspx>

We offer an interest-free season ticket loan, interest-free motorbike loan, Cycle to Work scheme and bicycle and motorbike parking and changing facilities.

**Middlesex University is working towards equality of opportunity. Flexible working applications (including part-time working) will be considered.**

The postholder should actively follow Middlesex University policies and procedures and maintain an awareness and observation of Fire and Health & Safety Regulations.

### **What Happens Next ?**

If you wish to discuss the job in further detail please contact Alex Chapman on 020 8411 5339 or by email at [A.Chapman@mdx.ac.uk](mailto:A.Chapman@mdx.ac.uk)

If selected for interview, you will hear directly from someone in the Service Campus, usually within 3 weeks of the closing date. If you do not hear from us you may assume that your application was unsuccessful.