JOB DESCRIPTION

Job Title:	LEARNING TECHNOLOGY OFFICER
Department / Unit:	Educational Development, Academic Services
Job type	Professional Services
Grade:	7
Accountable to:	SENIOR LEARNING AND TECHNOLOGY OFFICER
Accountable for:	N/A

Purpose of the Post
The Learning Technology Officer is responsible for ensuring that RHUL employs high quality e-learning systems, and that teaching staff and students are well-supported in their use. The role will have a considerable focus on, but not be confined to, the Moodle virtual learning environment.

Key Tasks

E-learning user support

- With e-learning team colleagues, take a substantial role in responding to lecturer, administrator, and student- generated support requests, via helpdesk/email/telephone etc.
- With e-learning team colleagues, develop and deliver targeted training/support/expert advice in the use of e-learning systems to teachers, focusing on effective pedagogic approaches.
- With E-learning team colleagues, develop on-line/distributable support materials in the use of e-learning systems for teachers and students.

E-Learning Systems and Projects

- In conjunction with e-learning and educational development team colleagues, IT-services colleagues, RHUL lecturers and students, and other stakeholders as appropriate, research and evaluate new developments of existing and future E-learning systems.
- Provide expert considered judgements on developments, upgrades, modifications and innovations in E-learning systems provision at RHUL.
- Contribute to the development and support of approaches to the annual 'cycle' of e-learning systems support, including Moodle 'rollover'.
- Use analytics to provide analyses and predictions of e-learnings system usage to make recommendations and implement decisions relating to strategic planning.

- Contribute to the development and delivery of new strategic e-learning projects and initiatives. Identify and brief colleagues to participate in the projects, evaluate and source any need for external consultancy, chair/manage/follow up outcomes of project meetings, agree and track financial resourcing as appropriate.

Personal Professional Development

- Participate in regular quality enhancement activities in E-learning in higher education.
- Participate in a range of professional development events as appropriate.

Other Duties

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

Internal and external relationships

The following list is not exhaustive but the post holder will be required to liaise with: Departmental colleagues.
- Academic, and other teaching, staff.
- Students, and SU representatives.
- Administrative staff.
- Senior management team.
- External providers of educational systems.
- E-learning and educational development colleagues in other institutions.