

PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

Job Title: Learning Technology Officer

Department: Educational Development

	Essential	Desirable	Tested by Application Form/Interview/Test
Knowledge, Education, Qualifications and Training A UK Bachelor degree or equivalent experience and training. A teaching qualification and/or evidence of participation in a substantial range of equivalent professional development activities. A postgraduate qualification and/or experience of postgraduate research. CMALT or HEA accreditation (or equivalent)	Y	Y Y Y	Form Form Form Form
Skills and Abilities Awareness of the challenges of delivering, managing, and using learning technology in HE. Knowledge of current and developing issues in HE, in particular where these relate to pedagogy. Knowledge of current issues in online learning, e.g., MOOCs, Assessment, Academic Integrity Knowledge of course design, development, teaching practice and assessment Knowledge of HTML, CSS, and web design	Y Y Y Y		Form, interview Form, interview Form, interview Form, interview Form, interview

Knowledge of issues surrounding e-learning (e.g. learning theory, activity design, usability, accessibility, copyright).	Y		Form, interview
Experience Experience of providing support in the use of e-learning systems (e.g., Moodle, Turnitin, Personal Response Systems, Lecture capture systems, On-Line Assessment)	Y		Form, interview
Experience of administering e-learning systems (e.g., Moodle)		Y	Form, interview
Experience of advising on and guiding the development of online course materials	Y		Form, interview
Experience of delivering a user-focussed service	Y		Form, interview
Experience of designing and/or delivering professional development activities in learning and teaching.	Y		Form, interview
Experience of creating multimedia support materials		Y	Form, interview
Experience of online publishing, eg, to VLE, Web Content management Systems, Blogs		Y	Form, interview
Other requirements A committed and flexible approach.	Y		Interview
Ability to communicate with staff and maintain effective working relationships.	Y		Interview
Ability to self-motivate, organise and prioritise work under own initiative to arrive at solutions.	Y		Interview
Ability to work effectively both individually and as part of a team.	Y		Interview
Strong analytic, research and problem solving skills.	Y		Interview
A committed and strategic approach to learning and professional development, including CMALT accreditation if not already.	Y		Form, interview
Evidence of ongoing professional networking activity, e.g., personal blog, Twitter account, online presence		Y	On line presence