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| **Job Title:** | Role Specific – Learning Technologist |
| **Department/Division/Faculty:** |  |
| **Campus location:** |  |
| **Job Family/Level:** | Learning, Level 6 |
| **Responsible to:** |  |
| **Line Management responsibility for:** |  |
| **Key Working Relationships (internal):** |  |
| **Key Working Relationships (external):** |  |
| **Contract type:** |  |

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| **Purpose of the Post**  Imperial College London is the only UK university to focus entirely on science, engineering, medicine and business. Our international reputation for excellence in teaching and research sees us consistently rated in the top 10 universities worldwide.  We aim to offer all of our students a world-leading, rigorous, evidence-based, inclusive educational experience embedded in a vibrant research environment. Our new Learning and Teaching Strategy, launched in June 2017, sets out an ambitious programme of work aimed at establishing Imperial as a global leader in innovative, evidence-based education. Implementation of the Strategy will be underpinned by significant new investment in education which will support new, innovative, evidence-based teaching and learning methods across the College.  *Insert information about the Department and taught programmes here.*  The main purpose of the post is to Lead, coordinate and manage effectively the planning, design and development of high quality technology-led learning resources to enhance student learning and achievement within a Faculty or the College. Ensure continuity of delivery. Lead a large team and/or manage a large set of processes  *Amend as relevant with additional detail relevant to the role.* |
| **Key Responsibilities** *(To be amended as applicable. These are intended to indicate representative work activities rather than be prescriptive in nature. They provide an indication of the types of tasks, and their level of complexity expected at this grade in the Learning and Teaching job family. Staff are not necessarily expected to undertake all of the tasks listed; some staff will be undertaking different tasks)*  Contribution to the College's Educational Mission   * Lead or participate in the College's strategic technological learning committees or working parties * Provide leadership to those planning and leading teaching and learning activities and programmes, such as course leaders or equivalent. Engage in horizon-scanning, be proactive in identifying and responding to external factors (political, strategic, technological) * Make a significant contribution to the periodic review and evaluation of the effectiveness of the online materials and courses across the Faculty/College, in terms of both the technological and the pedagogical content and intent * Oversee multiple projects, ensuring each is managed and delivered to specification, time and budget * Lead and be recognised in the activities of research, evaluation, enquiry and data analytics   Educational Research, Evaluation and Critical Enquiry   * Make a significant contribution to the efficient management and administration of the Faculty or College, facilitating change management and promoting good practice. Manage relationships with a range of stakeholders. Use negotiation and influencing skills to achieve goals * Contribute to budgetary planning and resource management, using allocated budget/resources effectively and flexibly to control expenditure and ensure delivery of targets/objectives within budgetary constraints * Publish educational policy/research leading to an established reputation in the subject area and sector * Engage in contextually-relevant education-related research and other scholarly activities e.g. through membership of appropriate bodies and committees, editorships of journals, writing textbooks etc.) and assume external roles of responsibility (e.g. external examiner for degree programmes in other universities, subject expert in consultancy and advisory arrangements etc.)   Leadership and Management   * Provide strategic leadership for the Faculty/College in using technology to enhance learning and teaching and make a significant contribution to setting a technology-led strategy for the design and development of engaging, interactive and instructionally sound materials * Provide expert advice and guidance to other professionals and encourage them to achieve College/Faculty/Divisional /Departmental objectives as appropriate * Manage and develop those involved in delivering and/or supporting teaching and learning activities and programmes, motivating and mentoring them to better meet current and future professional requirements * Undertake internal learning and development training as relevant to role   Profession and Practice   * Champion change, and influence others in the adoption of new practices and approaches * Engage with learning and development opportunities provided by vendors. Shape and co-deliver this provision * Actively participate in academic conferences and workshops which are relevant to e-Learning both nationally and internally (e.g. presenting, chairing, organising breakouts) * Be recognised as a subject matter expert in multiple institutional technologies * Be a reflective, responsive practitioner committed to personal and professional development |

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| **Person Specification** |

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| **Requirements**  Candidates/post holders will be expected to demonstrate the following: | **Essential (E)/**  **Desirable (D)** |
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| * **Education** |  |
| Educated to degree in Instructional Technology Development, Computer Science, Information systems or other related discipline | E |
| Recognition by a relevant professional body or bodies at senior level | E |
| **Experience** |  |
| Significant relevant experience of working in e-Learning or in a teaching and learning environment | E |
| Evidence of being at the cutting-edge of web-based technologies and their use in higher education | E |
| Proven track record in securing funding to support e-Learning projects | E |
| Outstanding track record in leading a team in the management and successful delivery of large-scale, creative e-Learning projects and to prioritise the deployment of staff when working on multiple projects |  |
| Proven track record of working on e-Learning projects and delivering successful outcomes | E |
| **Knowledge** |  |
| Significant knowledge of web-based technologies and their use in higher education | E |
| Knowledge of current developments in biomedical science | E |
| Excellent working knowledge of Microsoft Office | E |
| Experience of working with academic staff to plan, design, development, test and evaluate e-Learning resources as core part of a programme of study | E |
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| **Skills & Abilities** |  |
| Ability establish and develop good working relationships with senior academic and other staff | E |
| A demonstrable excellence in technology or information systems | E |
| Ability to work flexibly and as part of a team in an open-minded and cooperative manner to manage and successfully deliver project outcomes | E |
| Active engagement with relevant learning and development activity, with the ability to act as a role model to others | E |
| Effective communication and problem solving skills | E |
| * Ability to plan and manage workload and use initiative | E |
| * Excellent written and oral communication skills, including accurate grammar, spelling and punctuation and good attention to detail | E |
| * Ability to identify, promote, plan and implement sound solutions to problems and challenges | E |

<HR/Recruitment Hub to add/edit standard text here>

Please note that job descriptions cannot be exhaustive, and the post-holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.

Imperial College is committed to equality of opportunity and to eliminating discrimination. All employees are expected to follow the [Imperial Values & Behaviours framework](https://www.imperial.ac.uk/about/values). Our values are:

* Respect
* Collaboration
* Excellence
* Integrity
* Innovation

Employees are also required to comply with all College policies and regulations paying special attention to: Confidentiality, Conflict of Interest, Data Protection, Equal Opportunities, Financial Regulations, Health and Safety, Information Technology, Smoking, Private Engagements and Register of Interests. They must also undertake specific training and assume responsibility for safety relevant to specific roles, as set out on the [College Website Health and Safety Structure and Responsibilities](https://www.imperial.ac.uk/safety/safety-by-topic/safety-management/health-and-safety-management-system/structure-and-responsibilities/) page.

*The College is a proud signatory to the San-Francisco Declaration on Research Assessment (DORA),* *which means that in hiring and promotion decisions, we evaluate applicants on the quality of their work, not the journal impact factor where it is published. For more information, see*[*https://www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-evaluation/*](https://www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-evaluation/)

*The College believes that the use of animals in research is vital to improve human and animal health and welfare. Animals may only be used in research programmes which are ultimately aimed towards finding new treatments and making scientific and medical advances, and where there are no satisfactory or reasonably practical alternatives to their use. Imperial is committed to ensuring that, in cases where this research is deemed essential, all animals in the College’s care are treated with full respect, and that all staff involved with this work show due consideration at every level.* [*Find out more about animal research at Imperial*](http://www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-integrity/animal-research)*.*

*We are committed to equality of opportunity, to eliminating discrimination and to creating an inclusive working environment for all. We therefore encourage candidates to apply irrespective of age, disability, marriage or civil partnership status, pregnancy or maternity, race, religion and belief, gender identity, sex, or sexual orientation. We are an* [*Athena SWAN Silver Award*](https://www.imperial.ac.uk/equality/accreditations/athena-swan/) *winner, a* [*Disability Confident Leader*](https://www.imperial.ac.uk/equality/accreditations/disability-confident/) *and a* [*Stonewall Diversity Champion*](https://www.imperial.ac.uk/equality/accreditations/stonewall/)*.*

**[Date]**