**Job Specification for a Learning Technologist**

**Introduction**

Griffith College wish to recruit an additional experienced Learning Technologists to assist our lecturing teams, IT Services Department and our Centre for Promoting Academic Excellence in delivering world-class on-line teaching material.

It is proposed that this particular role will be based on a 60% contract i.e. 20 hours per week over a calendar year. The role will report to the Director with responsibility for Blended and E-Learning Strategy.

**Purpose**

To manage the continued development of high quality academic content using appropriate technologies and activities, to maximise student learning and engagement and to support programme teams in the continued roll-out of Blended Learning on defined programmes.

**The Role**

***Development of online material***

* Work with Programme Directors and lecturers to ensure delivery of world-class online course development and learner supports.
* Work with E-learning Committee and E-learning Steering Committee to raise profile of the E-learning Strategy and encourage faculties and departments to follow
* Promote the development of innovative teaching methodology, maintain currency with industry developments, keep up to date with relevant academic research and ensure that it informs the College’s blended course development.
* Work closely with the IT Services Manager and the Centre for Promoting Academic Excellence to ensure that all lecturers are cognisant of the technological context that informs content development decisions.
* Develop innovative approaches to teaching and learning online.
* Work with the Lecturers to ensure that our VLE is optimised to promote student engagement.
* Contribute to the planning and development of new programmes and the continued rollout of E-Learning as a mode of delivery on programmes.
* Contribute to the continued development of the College’s teaching and learning strategy.

***Project Management & Operations***

* Project manage the development of content for specific courses within allocated budgets and time lines
* Develop and maintain methodologies, workflows and schedules and ensure compliance in the development process
* Management of the roll out of E-Learning projects and monitor the progress of these projects.

***Training Support & Guidance***

* Ensure that lecturers are trained in the use of learning technologies – specifically Camtasia, Zoom, Moodle our VLE and other specific synchronous and asynchronous tools – so as to maximise the opportunities they afford along with the two e-learning labs onsite.

***‘Big Picture’ of E-learning***

* Keep up-to-date with developments in technology that may help enhance teaching and learning to ensure that Griffith College uses technology in an innovative way that promotes teaching and learning.
* Ensure that new innovations are incorporated smoothly into the development process and that all the necessary training is developed.
* Work with eLearning champions to ensure ‘best practice’ is disseminated across the wider teaching and learning community

***Requirements/Qualifications***

* Proven track record in the development and the rolling out of on-line, E and Blended Learning programmes
* Postgraduate degree, ideally technology and education related, is required.
* At least 3 years experience in a learning and teaching technology support role, preferably with project management experience.
* Excellent communication skills with a demonstrated ability to work with faculty to develop shared visions, address challenges and to move projects forward to successful completion.
* Proven ability to complete and deliver projects on time

***Reward package***

As this is a key strategic goal for the College, we wish to recruit the best candidate and thus the rewards package will be designed depending on experience and track record.