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| **Job Title:** | Senior Learning Technologist |
| **Department/Division/Faculty:** |  |
| **Campus location:** |  |
| **Job Family/Level:** | Learning, Level 4 |
| **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 the development of innovative e-Learning material, project and activities for teaching.  *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   * Work under the direction of the Faculty management structure and lead the development of innovative, e-learning material, projects and activities for teaching in a Department or Faculty. Work within the Faculty/College governance structure, and act as a representative of the Faculty/College * Initiate and contribute to Faculty-led or College-led learning technology projects * Be a subject matter expert in institutional technologies. Promote their use to all staff involved in teaching and learning. Innovate in the use of new technologies in order to meet pedagogical needs * Be a subject matter expert in institutional technologies. Promote their use to all staff involved in teaching and learning. Innovate in the use of new technologies in order to meet pedagogical needs   Educational Research, Evaluation and Critical Enquiry   * Have expertise in data analysis and the use of appropriate data analysis tools in for identifying actionable insights * Raise internal and external funding to support learning technology activities and projects   Leadership and Management   * Manage relationships with College stakeholders outside of own team. Work with external stakeholders including vendors * Manage budgets * Oversee and coordinate the efforts of Learning Technologists in the organisation of e-Learning meetings and events in a Department or Faculty   Profession and Practice   * Have potential for and willingness to work towards appropriate professional recognition and accreditation e.g. Certified Membership of the Association for Learning Technology or Associate Fellow of the Higher Education Academy * Undertake internal learning and development training as relevant to role * Engage with learning and development opportunities provides by vendors * 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 |
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| **Experience** |  |
| Significant experience of using VLE for the development of e-Learning materials | E |
| Significant experience of working with academic staff to coordinate and oversee the planning, design, development, testing and evaluation of e-Learning resources as core part of a programme of study | E |
| Proven ability to lead a team in the management and successful delivery of project outcomes and to prioritise the deployment of staff when working on multiple projects | E |
| 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 to engage with students | 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 |
| Demonstrable ability to take initiative, prioritise efficiently and work autonomously | E |
| Evidence of excellent communication and interpersonal relationship skills | E |
| * Ability to work under pressure and to demonstrate good time management and organisational skills | E |
| * Excellent written and oral communication skills, including accurate grammar, spelling and punctuation and good attention to detail | E |
| * Willingness to undertake any training necessary for this role | 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/). 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]**