



JOB DESCRIPTION

Job Title: Academic Learning Technologist	Band 6: £30,805 to £37,174 per annum <i>Opportunity to progress to £40,497 subject to performance and the university reward scheme</i>
Department: Library Services - Technology Enhanced Learning Unit	
Reporting directly to: Interim Head of Technology Enhanced Learning Unit	
Supervisory responsibility for: N/A	
Other Contacts Internal: Academic staff, Students, Professional Service Staff	
Main Duties*: <ol style="list-style-type: none">1. To promote, support and develop the use of technology to enhance learning and teaching across the University in line with strategic priorities.2. To create strong working relationships with teaching staff, providing advice and guidance on using the various systems supported by the team and promoting best practice in the use of TEL.3. To design and deliver a range of training opportunities for staff and students including face-to-face workshops, online tutorials and web based resources.4. With other members of the team, support the TEL Advisor in responding to all staff and student queries relating to the use of learning technologies, and troubleshoot their problems with using the various systems across a wide range of devices and platforms. Help develop strategies to manage and effectively respond to the number and variety of queries received.5. To work collaboratively with teaching and support staff, design and develop online learning resources6. To proactively engage in dialogue with Schools and Professional Service Departments, including advocating and raising awareness of the team's services and gathering feedback, e.g. through attendance at appropriate committees7. Working as part of a team, take a creative approach to problem-solving and offer a range of solutions to questions around design and delivery of technology enhanced learning.8. Actively contribute to team projects9. To proactively maintain professional expertise, carry out research and participate in the wider TEL community to keep up to date with developments across the sector.10. Maintain personal and professional development to meet the changing demands of the job; participate in appropriate training activities and encourage and support staff in their development and training.	



11. Take steps to ensure and enhance personal health, safety, and well-being and that of other staff and students.
12. Carry out these duties in a manner that promotes equality of opportunity and supports diversity and inclusion and takes into account the University's commitment to environmentally sustainable ways of working.

*The above does not represent an exhaustive list of duties associated with this role.