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**THE POST**

**College /Service:** Academic Services, Education Enhancement - <http://as.exeter.ac.uk/divisions/ee/>

**Post:** e-Learning Advisor

**Reference No:** P43756

**Grade:** F

**Reporting To:** Head of e-Learning

**Responsible For:** No Line Management Responsibility

The above full-time fixed-term post is available immediately in Academic Services, Education Enhancement.

**Main purpose of the job:**

To promote and provide advice on electronic learning, teaching and assessment with specific focus on new learning spaces within the forum - they will lead work in two specific areas, multi-touch surface computers and online assessment. The postholder will be required to collaborate with academic colleagues in presenting ideas and solutions and support the development of the curriculum in innovative ways supported by appropriate technology. The postholder will work as part of the wider EEU team alongside colleagues to help promote new initiatives as directed by the Head of e-Learning and act as a link advisor to a nominated college specifically supporting the embedding of digital literacies within the curriculum.

**Main duties and accountabilities:**

1. Advise staff and promote the use of new technologies in the Forum Exploration labs and Innovation centre.
  - a. Actively engage with colleges in the promotion and use of the new technologies using a variety of innovative communications methods
  - b. Advise staff in their exploration of the technology available in the forum. Design, promote and run appropriate sessions exploring use of surface technology.
  - c. Engage in active discussions with academic staff about curriculum development and subsequent technology integration into core teaching practice
  - d. Support academics in the development of new curriculum materials and assessments specifically to support use of the multitouch surface tables
  - e. Work with others to evaluate the use of the surface technology and disseminate this information effectively across the institution
  - f. Provide information to the timetable team in order to schedule staff to teach in Exploration lab 2
2. Support colleges in their development of online assessments for delivery in Forum learning spaces
  - a. Work with colleagues across EE and Colleges to engage academics in the exploration and benefits of online assessment
  - b. Advise and support colleges in the development of existing and new formative and summative online assessments using the available IT systems (Questionmark Perception and the Exeter Learning Environment)
  - c. Organise and run training sessions for staff to explore the benefits and challenges of online assessment. Use a range of examples to illustrate, develop and disseminate good practice
  - d. Support staff in the delivery of assessments and liaise with other teams across Academic Services and Colleges as appropriate.

3. Act as an Education Enhancement link advisor supporting a nominated college.

This job description summarises the main duties and accountabilities of the post and is not comprehensive: the post-holder may be required to undertake other duties of similar level and responsibility.

### **Person Specification**

Recruitment and selection will be based on the following criteria. Please address these criteria in your application in the context of the roles and responsibilities listed above.

<b>Attributes</b>	<b>Essential Requirements</b>	<b>Highly Desirable Requirements</b>
<b>Education / Qualifications</b>	<ul style="list-style-type: none"><li>• Educated to degree level or equivalent</li></ul>	<ul style="list-style-type: none"><li>• A learning technology / e-learning related postgraduate qualification or experience at an equivalent professional level</li><li>• Membership of relevant professional association</li></ul>
<b>Experience / Knowledge</b>	<ul style="list-style-type: none"><li>• At least 3 years relevant experience</li><li>• A sound understanding of the pedagogical and organisational implications of embedding e-Learning initiatives</li><li>• Demonstrated high level of understanding and experience in the use of innovative technology in the context of higher education.</li><li>• Knowledge of computer aided assessment</li><li>• An in-depth understanding of web-based learning, including the use of virtual learning environments, computer mediated communications, computer- assisted assessment, and a selection of content creation tools.</li></ul>	<ul style="list-style-type: none"><li>• Experience of collaborative projects involving academics</li><li>• Use of web 2.0 and new technologies within Educational settings</li><li>• Examples of influencing curriculum re-design and change of pedagogic approach through the use of learning technology</li></ul>
<b>Skills / Personal requirements</b>	<ul style="list-style-type: none"><li>• The ability and willingness to learn new tools and software and assess their suitability for learning and teaching in the Higher Education context</li><li>• Excellent communication skills.</li><li>• Able to generate enthusiasm when working with students and staff in the University</li><li>• Current and relevant IT skills.</li><li>• Ability to learn new skills quickly.</li><li>• Adaptable to the demands of working in an area of rapid change and development, and an understanding of these within a HE context.</li></ul>	<ul style="list-style-type: none"><li>• Experience of being part of complex project</li></ul>

### **Informal Enquiries**

Before submitting an application you may wish to discuss the post further by contacting Matt Newcombe, email [m.j.newcombe@ex.ac.uk](mailto:m.j.newcombe@ex.ac.uk), or telephone (01392) 723989.

### **Additional Information Relating to the Post**

#### **Salary**

Salary will be from £31,948 per annum subject to knowledge, skills and experience.

An increment will be payable on 1 August each year until the top of the scale is reached (subject to being in post for 6 months and satisfactory performance). The scale will be subject to a cost of living review each year.

#### **Hours of work**

Hours of work will be 36.5 hours per week (full-time) but staff at this level may be required to work additional hours to meet the requirements of the role.

#### **Annual Leave**

The annual leave entitlement for full-time appointments is 41 days per calendar year (pro rata for part-time appointments). For further information see our website <http://www.admin.ex.ac.uk/personnel/leave.shtml>.

#### **Probationary Period**

The appointment will normally be subject to a probationary period of one year.

#### **References & Medical Clearance**

All appointments are subject to satisfactory reference and medical checks and individuals will be required to complete a medical assessment form before appointment is confirmed. Applicants should note that the University normally contacts referees for short-listed applicants without further advice to applicants. When advising of referees, if they are resident overseas, please ensure you supply fax numbers and/or email addresses enabling us to contact them (if necessary) without delay.

#### **Right to Work in the United Kingdom**

If you do not have the right to work in the UK, this appointment will be subject to you obtaining a tier 1 visa.

For further information, see the links to the UK Border Agency and UK Visas websites at <http://www.exeter.ac.uk/working/new/international/>. In particular you are encouraged to undertake a self assessment of your eligibility to work in the UK using the link to [www.ukba.homeoffice.gov.uk/pointscalculator](http://www.ukba.homeoffice.gov.uk/pointscalculator).

#### **Terms & Conditions**

The Terms and Conditions of Employment can be viewed on line by visiting <http://www.exeter.ac.uk/staff/employment/conditions/terms/>

#### **Pensions**

Membership of the Universities' Superannuation Scheme (USS) is automatic provided that you meet the qualifying criteria for membership.

The USS is a contracted-out scheme and with effect from 01/10/2011 will have two benefit section. To find out more about the structure of the scheme and which section is applicable for you please visit the USS web site at [www.uss.co.uk](http://www.uss.co.uk) and read the information for new entrants.

The University, as your employer, contributes such sums as will be required to maintain the full benefits of the scheme. You may opt out of the scheme; if you wish to do so, you should contact the Pensions Manager, Mrs Alison Rose (01392 263088/email [a.j.rose@exeter.ac.uk](mailto:a.j.rose@exeter.ac.uk)) for further information and to complete the necessary documentation.

The University now operates a Pension Salary Exchange scheme. Under the rules of the scheme, new employees who become members of the pension scheme become eligible to participate in Pension Salary Exchange after three full calendar months of employment. You will automatically participate in the Pension Salary Exchange scheme from the 1st of the month following this date. However, you also have the right to opt-out of Pension Salary Exchange at any time up to the completion of three full calendar months of employment. In the event that you do not wish to participate in Pension Salary Exchange, you should request an opt-out form by contacting the Pensions Office on extension 3088 (or email [a.j.rose@exeter.ac.uk](mailto:a.j.rose@exeter.ac.uk)).

Further information about Pension Salary Exchange is available from the Human Resources website [www.admin.exeter.ac.uk/personnel](http://www.admin.exeter.ac.uk/personnel) or from the Pensions Office.

### **Relocation**

You may be able to claim relocation expenses in accordance with the University's Relocation Assistance Scheme. The maximum allowance that you can reclaim under the Relocation Assistance Scheme, if eligible, is 10% of salary.

### **Short-listing Information**

We will acknowledge your application by email. The University of Exeter recognises the time and effort taken to apply for a position and will contact you by email to inform you of results of shortlisting.

### **Application Procedure and Interview Information**

The closing date for completed applications is **16<sup>th</sup> September 2012**.

Applicants are invited to apply on-line via our e-recruitment system. This can be found at [www.exeter.ac.uk/jobs](http://www.exeter.ac.uk/jobs). Please quote reference number **P43756** in any correspondence.

### **Data Protection Act (1998)**

The information contained within your application is being requested to enable the University to make employment decisions and meet statutory obligations. Any information provided to the University in this context will be treated confidentially and used only by manager(s), member of the University, Human Resources, Superannuation and Payroll during the course of your employment. Where the application relates to a post which is externally funded this information may be passed onto the relevant funding body.