Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

Job title: Learning Technologist

Department/Division: Eden Centre for Education Enhancement   **Accountable to:** Senior Learning Technologist

Job Summary

The LSE Eden Centre brings together educational, technological and developmental expertise, to support the development of academic staff and enable curriculum enrichment and digital innovation across the School. Eden Centre staff work with academic and professional services colleagues across the School and in partnership with students to enhance research-rich education in line with the priorities of the LSE 2030 Strategy and its 'Educate for Global Impact' strand.

The Eden Centre's Digital Education team has a particular focus on the transformative role of technology in education and works to ensure that digital innovation is effective and well-supported throughout the School. It is responsible for institution-wide learning applications such as the virtual learning environment (Moodle) and lecture recording system (Echo 360).

The Learning Technologist will:

- Provide expert advice and guidance, both technical and pedagogical, to academic and professional staff at all levels of the School, in the use of digital technologies to enhance face-to-face, blended or distance learning.

- Work collaboratively with Eden Centre team members, academic staff and other professional services colleagues on projects or strands of work to help deliver the education priorities of the LSE 2030 strategy, in particular the Digital Education Futures programme.

- Design and deliver training and development activities including online and onsite workshops and demonstrations as part of the Eden Centre's staff development programme.

- Take responsibility for several digital learning platforms or tools as the team's Technical Lead.

- Serve as the Departmental Adviser for several academic departments, acting as a point of contact, providing flexible, high-quality consultancy support in the area of digital education, and developing an understanding of departmental practice, priorities and concerns.

Duties and Responsibilities

Digital education development

- Provide expert advice and guidance, both technical and pedagogical, to academic and professional staff at all levels of the School, in the use of digital technologies to enhance face-to-face, blended or distance learning.
- Design and deliver training and development activities including online and onsite workshops and demonstrations as part of the Eden Centre's staff development programme.
- Deal effectively, and in a timely fashion, with a range of complex requests regarding learning technologies from colleagues across the School. This includes taking shifts to respond to support queries via a shared inbox or service desk.
- Actively contribute to the effective integration of technology into teaching, learning and assessment, including through the provision of direct technical and/or pedagogical advice, bespoke development workshops, or the production of high quality supporting materials.
- Lead small projects or pilots, under the guidance of a Senior Learning Technologist or the Head, Digital Education Futures.

Investigation, analysis and research

- Take responsibility for several digital learning platforms or tools as the team's Technical Lead. For these platforms, the postholder will:
  - maintain advanced knowledge of current and upcoming functionality and effective practice through engagement with user networks and 3rd party suppliers;
  - develop and maintain supporting materials;
  - advise on appropriate usage, propose new projects, and identify opportunities where LSE practice can be enhanced;
  - monitor data on usage and practice;
  - make recommendations on upgrades, configuration changes and future development;
  - provide responsive 3rd line technical support in liaison with suppliers;
  - upskill the wider team and School community as appropriate.
- Keep up-to-date on new developments in learning technology within the sector.
- Participate in the investigation, evaluation and testing of new technologies, systems and software that may be of relevance to the School and apply those innovations to a range of new and existing projects.
- Under the direction of a Senior Learning Technologist, contribute to institutional research projects relevant to the Eden Centre's activities.

Communication

- Communicate effectively both online and face-to-face with academic and professional staff at all levels of the institution.
- Produce accessible development materials on varied topics and in a range of media.
- Work with other members of the Digital Education team and the Eden Centre Professional Services team to effectively communicate about Eden Centre activities via social media, web and other internal and external channels as required.
- Represent the Digital Education team on project teams and working groups as appropriate.

Teamwork and Motivation

- Work collaboratively with Eden Centre team members, academic staff and other professional services colleagues on projects or strands of work to help deliver the education priorities of the LSE 2030 strategy, in particular the Digital Education Futures programme.
- Share technical and pedagogical knowledge across the Digital Education team in support of building a cross-skilled team.
- In collaboration with their line manager, plan and commit to their own professional development such that they stay at the forefront of their area of expertise.

Liaison and Networking

- Serve as the Departmental Adviser for several academic departments, acting as a point of contact, providing flexible, high-quality consultancy support in the area of digital education, and developing an understanding of departmental practice, priorities and concerns.
- Work proactively to develop positive relationships with academic and professional colleagues in other departments through meetings and interactions with current and prospective colleagues.
- Keep abreast of developments in digital education through active engagement with local and national networks, sharing of practice, attendance at relevant conferences and liaison with colleagues in other institutions.

Flexibility

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the exigencies of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate.

Equity, Diversity and Inclusion (EDI)

LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.

Ethics Code

Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: click here

Environmental Sustainability

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.