



## 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 post holder.

**Job title: Assistant 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), lecture recording system (Echo 360) and assessment platforms (e.g. Turnitin, GradeScope).

The Assistant Learning Technologist will:

- Provide technical and pedagogical support 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.
- Contribute to the design and delivery of a range of training and development activities including online and onsite workshops and demonstrations as part of the Eden Centre's staff development programme.
- Maintain strong technical knowledge in LSE's suite of digital education platforms.

### Duties and Responsibilities

#### Digital Education Support

- Provide technical and pedagogical support to academic and professional staff at all levels of the School, in the use of digital technologies to enhance face-to-face, blended or online learning.
- Deal effectively, and in a timely fashion, with a range of requests regarding learning technologies from colleagues, via a shared inbox or service desk, escalating more complex queries to other members of the Team.
- Develop and maintain support materials, FAQs, help guides and other documentation, as part of an effective Digital Education Knowledge Base.



- Contribute to the design and delivery of a range of training and development activities including online and onsite workshops and demonstrations as part of the Eden Centre's staff development programme.
- Contribute to the day-to-day operations of the virtual learning environment (Moodle) and other digital education applications.

#### **Investigation analysis and research**

- Participate in the investigation, evaluation and testing of new and existing technologies to ensure they meet the needs of the School.
- Maintain strong technical knowledge in LSE's suite of digital education platforms, through on-the-job training and research.

#### **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.

#### **Teamwork and Motivation**

- Collaborate with colleagues within the team and the wider Eden Centre and actively contribute to team meetings and discussions.
- Develop and maintain effective working relationships with colleagues in the Eden Centre and across the School, including central professional services and academic departments with particular attention to Data and Technology Services (DTS) - the School's central IT function.
- Actively share expertise and support the ongoing development of members of the 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**

- Liaise with internal and external partners to resolve technical issues and provide effective support to the institution
- Keep abreast of developments in digital education through active engagement with local and national networks, sharing of practice, attendance at relevant conferences and user groups, and liaison with colleagues across the School and 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.