



Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: Assistant Learning Technologist

Department/Division: Eden Centre for
Education Enhancement

Accountable to: Senior Learning Technologist

Competency	Criteria	E/D
Knowledge and Experience	Undergraduate qualification in any field or significant experience in a learning technology, or related, role.	E
	Experience supporting users of a variety of technologies in any organisation.	E
	Experience with a variety of learning technologies, including VLEs (e.g. Moodle).	D
	Experience delivering training or development workshops.	D
	Experience of working in a higher-education environment.	D
	Knowledge of the principles of digital accessibility and universal design.	D
	Understanding of the role of technology in education enhancement.	E
Investigation analysis and research	Excellent analytical skills with the ability to identify issues and suggest improvements, resolutions and developments for a range of problems.	E
	Ability to pick up and be fluent in the use of new technologies in short order.	E
	Ability to maintain up-to-date knowledge of new developments in areas such as learning technology and education.	D
	Experience in investigating and assessing new platforms, systems and services to support an organisation.	D



Communication	Strong customer service skills.	E
	Ability to produce written and online documentation that can convey technical information to non-specialists accurately and accessibly.	E
	Strong interpersonal skills including the ability to build relationships and interact with staff across the organisation in a sensitive manner to achieve positive outcomes.	E
Teamwork and Motivation	Ability to work as an active member of a team and contribute effectively to achieving its objectives and delivering projects.	E
Liaison and Networking	Ability to participate actively in local and national online and face-to-face networks.	E
	Experience building a professional network both within and external to an organisation.	D
Service Delivery	Proven track record of responding quickly, flexibly and professionally to different needs.	E
	Commitment to equity, diversity and inclusion in all areas of work.	E

E – Essential: requirements without which the job could not be done.

D – Desirable: requirements that would enable the candidate to perform the job well.