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 Technology Content Developer

Department/Division: IMT	**Accountable to:** Senior Learning Technologist

Job Summary
This post will work as part of the Learning Technology and Innovation (LTI) team to provide video, audio and online content for use in the Schools online and blended learning provision. The post holder will support departments within LSE in making effective and appropriate use of media and online content for teaching and learning purposes. The post will also be responsible for producing multimedia content for the LTI website including case studies, guides and FAQs. The post holder will also contribute generally to the work of the Learning Technology and Innovation team.

Duties and Responsibilities

Key Tasks:
1. Design and produce video, audio and multimedia content for the use in blended and online teaching and learning
2. Undertake video editing and digitisation as required to support blended and online learning provision
3. Maintain knowledge in filming, editing and publishing options as well as copyright issues regarding the use of images and multimedia in education
4. Design and deliver training for academic and professional services staff wanting to use multimedia in teaching and learning
5. Maintain support resources and documentation
6. Liaise with Senior Learning Technologists to support the effective use of multimedia to enhance teaching and learning
7. Ensure compliance with appropriate access and disability and wellbeing policies and procedures

Knowledge and experience
1. Knowledge of and experience with digital media making including video, editing, audio, graphics and multimedia objects
2. Excellent technical skills relating to the production of digital media, including camera operation, audio/video recording, editing and delivery
3. The ability to maintain up-to-date knowledge of new developments in learning technology and media making within the sector.
4. Knowledge of digital media technologies, including different microphone technologies and

mixing devices; digital video standards; cameras and video streaming and compression standards

Communication
1. Communicate effectively with staff at all levels, both online and face-to-face with academic staff, students, learning technologists and IT specialists. This may include the production of documentation, training resources and email.
2. Engage with and contribute to professional networks inside and outside the School to share best practice and represent the School to the wider learning technology community
3. Respond to a range of complex digital media making requests from colleagues across the school by phone and email, and engage with other members of the team where appropriate.

Teamwork and Motivation
1. Ability to work as an active member of the team and contribute effectively to achieving its objectives.
2. Be highly motivated, show initiative and co-ordinate activity in a variety of contexts and situations.
3. Liaise with the wider IMT department and work with cross-functional teams and groups, leading where appropriate.

Liaison and Networking
1. Keep up-to-date with new developments in digital media making and blended learning
2. Participate actively in online groups such as lists, blogs and on social media (both national and international) in order to maintain knowledge of current blended and online learning trends and issues and to share the experiences and practices of the School.
3. Contribute to the evaluation of and reporting on LTI's activity for senior management
4. Develop contacts in other departments through meetings and interactions with current and prospective colleagues.

Service delivery
1. Ability to enhance services to scale, whilst maintaining high degrees of resilience and reliability

Decision Making.
1. Work collaboratively with Senior Learning Technologists to identify and respond to the impacts of their activity on the ambitions of the School and the implementation of departmental Education strategies

Planning and Organising Resources
1. Ability to help LSE staff to develop their capacity and skills through one-to-one training, small short workshops or training sessions (online and face-to-face)
2. Participate as an active and engaged member of other project teams within LTI as required, contributing to the process of meeting deadlines and achieving outcomes.

Initiative and problem solving
1. Ability to take initiative and respond creatively to issues and problems with produced or uploaded media

Investigation analysis and research
1. Keep up-to-date with emerging trends in learning technology systems and media making through professional development and research.
2. Maintain technical skills through on-going professional development activities aligned with the Schools CPD process

Note
The LSE has a progressive pay structure that rewards you with annual pay increases up to a certain level as you develop in your role. We also provide for further reward past this point in the form of further pay increases based on exceptional performance.

Flexibility
To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above.

Equality and Diversity
To uphold the School's commitment to equality of respect and opportunity, as set out in the Ethics Code, we will treat all people with dignity and respect, and ensure that no one will be treated less favourably because of their role at the School, age, sex, disability, gender identity, race, religion or belief, sexual orientation, marriage and civil partnership, pregnancy and maternity, or social and economic background. For the full Equity, Diversity and Inclusion policy statement, please see the EDI website

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.