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: Learning Technology Systems Support Specialist

Department/Division: LTI/TLC   **Accountable to:** Systems Administrator

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Competency	Criteria	E/D
1 Knowledge and Experience	Undergraduate qualification in a related field such as Information Technology or equivalent professional experience	E
	Working knowledge of SQL and Windows and Linux networking	E
	Experience of maintaining and administering lecture recording services including Echo360 Active Learning Platform or Echo360 EchoSystem or equivalent media streaming environment	E
	Knowledge of audio visual technologies, including presentation and distribution systems; audio hardware, including different microphone technologies and mixing devices; digital video standards; and network streaming and compression standards	D
	Experience of working in an HE environment	D
	Experience in supporting and administering learning technology systems including Moodle	D
2 Communication	Ability to liaise, support and communicate effectively and clearly with colleagues, with LSE staff and students	E
	Ability to produce written and online documentation that can communicate technical information to non-specialists.	E
	Ability to design and deliver user training for lecture recording services	E
3 Teamwork and Motivation	Ability to work as part of a team in a flexible and supportive environment, often unsupervised	E
	Awareness of equal opportunities and diversity	E

4 Liaison and Networking	Ability to work with and engage staff at all levels across the School	E
5 Decision making	Developed problem solving, technical, planning and organisational skills	E
6 Planning and Organising Resources	Plan and organise their own work, and the work of others across a range of projects in order to meet deadlines.	E
	Capacity to provide out-of-hours support to ensure continuity of service	E
7 Initiative and problem solving	Ability to identify issues and problems and suggest improvements and developments a range of technical problems	E
8 Investigation analysis and research	Experience of investigating and evaluating emerging technologies and innovations	E
9 Service Delivery	Ability to work with colleagues to deliver the objectives of a range of teaching, learning and assessment projects	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.