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 Officer	
Department/Division: LTI/IMT	Accountable to: Systems Administrator

Competency	Criteria	E/D
Knowledge and Experience	Undergraduate qualification in an Information Technology related field or equivalent professional experience	E
	Experience in working with and supporting learning technologies such as the Virtual Learning Environment and lecture recording	E
	Experience of Apache HTTP server, MySQL database and PHP in a Linux environment	E
	Experience of working in an HE environment	D
	Experience in administering Moodle	D
Communication	Ability to liaise and communicate effectively with colleagues, with LSE staff and students	E
	Ability to produce and design content, such as FAQs, for a range of audiences	E
	Ability to present clearly and effectively	E
Teamwork and Motivation	Ability to work as part of a small team in a flexible and supportive environment	E
	Conscientious approach, ability to plan and work unsupervised at times	E
	Awareness of equal opportunities and diversity	D
Liaison and Networking	Ability to work with and support staff at all levels across the School	E
Decision making	Good problem solving and organisational skills	E

Planning and Organising Resources	Plan and organise their own work across a range of projects in order to meet deadlines	E
	Ability to contribute to LTI workshops and similar events	D
	Ability to contribute to online staff development activities	D
Initiative and problem solving	Ability to identify issues and problems and suggest improvements and developments to multimedia provision at the School	E
Investigation analysis and research	Experience of investigating and evaluating emerging technologies and innovations, especially in the area of multimedia for online and blended learning	E
	Ability to diagnose and fix simple and complex learning technology systems problems in an agile and timely manner	E
Service Delivery	Ability to handle basic staff and student enquiries in a timely and professional manner	E
	Ability to provide first and second line technical and user support	E
	Ability to respond quickly to developing situations and to remain calm under pressure	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.