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 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 in the School 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 School's LSE 2030 Strategy and its 'Education for Global Impact' strand.

The Learning Technologist will:

- Work collaboratively with Eden Centre team members, academic staff and other professional services colleagues to deliver the education priorities of the LSE 2030 strategy .

- Actively support and enable the integration of technology into education at the LSE.

- Provide high-quality support to academic departments and individuals within LSE using educational technologies to enhance and extend face-to-face, blended or distance learning.

Duties and Responsibilities

Digital education development

- Provide high-quality consultancy support to academic departments and individuals within LSE on face-to-face, blended or distance learning-related education technology issues.
- Deal effectively and in a timely fashion, with a range of complex requests (VLE, media and other learning technology and innovation areas) from colleagues across the school by phone, email and Microsoft Teams.
- Support the effective integration of technology into teaching, learning and assessment. This may include: providing direct technical and/or pedagogical advice or the production of high quality supporting materials. Support requirements vary from reactive and just-in-time to planned works and small projects.
- Develop innovative approaches to digital education work in consultation with colleagues in the Eden Centre and across the School. This may be in connection with individual or departmental requests for support, resulting from strategic institutional developments, external requirements

or based on the individual post holder's knowledge of and experience with enhancing teaching, learning and assessment with technology in face-to-face and online environments.

Investigation, analysis and research

- Keep up-to-date on new developments in learning technology within the sector.
- Participate in the investigation, evaluation and testing of new technologies, systems and software that may be of relevance to the School and be able to apply those innovations to a range of new and existing projects.
- In collaboration with the Senior Learning Technologists, contribute to institutional research projects, relevant to the Eden Centre's activities.

Communication

- Communicate effectively both online and face-to-face with academic and professional staff at all levels of the institution. This may include the production of a variety of impact and evaluation reports, online guides on the use of technology in teaching and learning, staff training workshops, training materials on the use of learning technologies in teaching and assessment and the regular production of social media content (written and multimedia) for a range of audiences. Collaborate with Eden Centre colleagues to develop effective communications (social media, website, other internal/external comms) as required, to support specific projects/activities.

Teamwork and Motivation

- Work as an active member of the Eden Digital Team as part of the wider Eden Centre.
- Show initiative and co-ordinate activity in a variety of contexts and situations.
- Liaise with Eden Centre colleagues and work with cross-functional teams and groups across the School, leading where appropriate.

Liaison and Networking
- Work proactively to develop positive relationships with academic and professional colleagues in other departments through meetings and interactions with current and prospective colleagues.
- Keep abreast of developments in digital education through active engagement with local and national networks, sharing of practice, attendance at relevant conferences and liaison with colleagues in other institutions.
- Prepare and deliver a range of professional development activities to support the application of innovative learning technologies for face-to-face delivery, blended and distance learning.

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.