

- To develop and maintain understanding of accessibility in relation to learning technologies.
- Liaise with Production colleagues over final production activity. Ensure that a clear and timely brief is given to the VLE Administrator to upload content, and support where appropriate.
- Liaise with the Project Coordinator to ensure that the qualifications are ready for launch – and that regular reporting is available to key stakeholders throughout the development process.
- Undertake the above roles for non-HE qualifications as appropriate.
- Meet regularly with the Manager, Learning Technologies, and Learning Technologists across the organisation to share best practice, support each other, define organisational standards, enhance provision, and to work on organisation-wide projects.
- Undertake any other duties that may reasonably be required to support this project and/or the work of the organisation.

NB This role sits within a new matrix structure – and as such the post-holder should be prepared for flexibility in relation to activities.

CONTACTS AND INFLUENCE EXERCISED

Internal contacts across all areas of the organisation and at all levels.

Frequent contact with SMEs: ensuring they deliver to a prescribed brief. Where necessary provide constructive feedback and support, and even applying the terms of the contract if needed. Resolving issues where differences of opinion on content arise between colleagues working on the programme.

Able to influence and negotiate to achieve appropriate and effective solutions that support the learning needs of the qualifications.

DECISIONS

Indicate the level which best describes the job holder’s involvement in the decision making process:

Follows written and verbal instructions and established guidelines	
Interprets policies & procedures	X
Participates in the establishment of guidelines & procedures	
Acts as final authority to implement policy, guidelines and procedures that affect strategic goals	

Indicate the statement which best describes the impact of the job holder’s decisions:

Restricted to employee’s own work	X
Has impact on department/directorate* objectives	
Has impact on the London Institute of Banking and Finance objectives	

Examples of the decisions that are generally made by the job holder

- Prioritisation of own workload
- Together with the team, the most appropriate learning experience / learning technologies
- Frequent contact, discussion and negotiation with SMEs

DEFINITION /CLARITY

Adaptability and pragmatism will be essential as will an ability to juggle a range of tasks across different projects and with tight timeframes is essential. The post-holder will need to remain calm under pressure, and to find solutions to any problems that arise.

Lines between this role, and that of the Content Editor might get blurred. On occasion there may be activities that could fall to either role - you will need to work closely and take a team-based approach to getting the job done.

ANY ADDITIONAL FEATURES OF NOTE

To fulfil the requirements of this role you will need to attend the other LIBF office regularly as defined by your line manager.

PERSON SPECIFICATION

Job Title: Learning Technologist (Higher Education)

Reports to: Head of Assessment and Curriculum

Department: HE

Qualifications, knowledge and professional memberships	Essential/Desirable?	
Educated to degree level or above (in a relevant discipline)	E (D)	
Knowledge/experience of working within the education sector	E	
Knowledge of learning and teaching theories and their use to support effective teaching	E	
Technical competencies (skills and experience)	Essential/Desirable?	
Experience of developing a range of multi-media learning objects	E	
Experience of filming and editing short learning pieces	E	
Experience of working on VLEs (ideally using Moodle)	E (D)	
Excellent IT skills, including Microsoft Office And specific e-learning tools, such as: - Adobe Connect, Adobe Premier - Articulate Storyline 2 - Audacity - Camtasia - Captivate - Go Animate or similar	E	
Experience of collaborative working – with excellent, and confident, communication and influencing skills	E	
Ability to work well, and calmly, under pressure – managing a demanding workload formed of a wider range of projects with competing deadlines	E	
Familiarity with the London Institute of Banking and Finance, and/or the financial services industry	E	
Core Competencies (this section should contain the level of competency required to carry out this role. Please refer to the competency framework for clarification where needed. Placing a N/A where the competency is not required as part of the job)	Essential / desirable?	Step
Values		
Listening and Learning	E	1
Innovation	E/D	1/2
Support	E	1
Transparency	E	1
Collaboration	E	1
Skills and Experience		
Business thinking	E	1
Getting things done to achieve results	E	2
The Customer experience	E	2
Managing quality and standards	E	2
Applying judgement and taking decisions	E	2

Signed

Date JOB HOLDER

Signed

Date LINE MANAGER

Appendix A

