

Job description

14 January 2022

Learning Technologist (Temp Role)

Context

INTO is an organisation working in partnership with leading Universities and investing in the development of world-class international student centres. It specialises in preparing students for undergraduate and postgraduate study. Our Centres deliver guaranteed progression onto leading undergraduate and postgraduate courses.

Role Context

The role sits within UWA College's Teaching and Learning team and is a 9-month fixed term role with the possibility of a permanent position if successful.

New product developments and quality enhancements are to satisfy growing customer expectations, improve student outcomes, and meet emerging market needs. This position plays a vital role in the development of e-learning products and hosting content on the Universities Blackboard platform.

Reporting Line

The role reports to the UWA College Academic Director.

Job Dimensions

You will be responsible for the promotion of effective technology in teaching and learning for delivery which includes online and face-to-face teaching. You will support on the pedagogical design of online and blended delivery courses. Additionally, you are required to ensure that teachers responsible for delivering online content within courses, are appropriately trained in how to do so.

You will work closely with the Academic Director and the Program Managers to develop the use of technology in the centre.

As the successful candidate you will demonstrate excellent knowledge and skills in e-learning content building and multimedia production processes, the use of specialist tools and online course development methodologies and to be able to work on multiple projects to a tight deadline.

Key Accountabilities and Duties

Role and responsibilities

Course Development

- Work with SMEs and the Academic Lead to develop curricula and learning designs for new online or blended courses
- Develop activities and learning materials for new courses as appropriate
- Produce proposals for new activity or platform features optimised for specific courses with clear presentations of learning outcomes and methodologies for delivery
- Work collaboratively with subject matter experts (SMEs) to produce high quality instructional content, scripts or resources and assessments which are learner-centred within programme guidelines and reflecting best practice
- Undertake the build, development and configuration of Blackboard courses against clear design specifications and business requirements
- Write test scripts for all content testing processes working closely with test managers and teams
- Implement fixes arising from content testing processes
- Analyse and prototype Blackboard plugin solutions adding value to content delivery and supporting end user engagement
- Analyse and implement design solutions ensuring they are in keeping with UWA's design and useability guidelines
- Attend cross-centre meetings

End user experience

- Deploy principles of UX design to ensure an exceptional end user experience for staff & students, providing clear and intuitive navigation and instructional text to scaffold the learning journey
- Promote the use of learning technology across UWA College to enhance learning and the staff/student online experience
- Provide an excellent user experience for all end users

Quality assurance and compliance

- Execute the planning, production/post-production and quality assurance of professional infographics, animations, interactive multimedia and videos
- Ensure the course development and its media content meets the quality assurance standards and author expectations
- Ensure approach to and execution of content development follows Learning Solutions style guides
- Support the Senior Operations & Projects Manager in evaluating utilisation and end user engagement with the courses
- Validate the quality of online learning content with robust quality assurance processes

Product Delivery

- Investigate and resolve issues affecting live courses in a timely fashion
- Design and deliver effective training material to stakeholders where required
- Work closely with other e-learning leads in INTO centres providing ongoing guidance and support to effectively deliver blended and online courses
- Following Performance Coaching framework with online tutors where required
- Ensure the efficient allocation of students and teaching resource to both ensure quality provision and meet commercial imperatives for IUP online course delivery where required
- Manage online tutor payment in line with established HR processes
- Assure that teachers are trained in the use of technology in combination with live lesson management

Other

- Build, develop and manage professional relationships with IT teams, SMEs and stakeholders
- Communicate clearly the role of the Learning Solutions team across the INTO network
- Contribute positively to the overall goals of the Learning Solutions & wider IUP UK Operations team
- Remain abreast of latest online learning theories, and technologies
- Attend team meetings with the central Learning Solutions team as appropriate

The job title does not define or limit your duties and you may be required to carry out other work within your abilities from time to time at our request. We reserve the right to introduce changes in line with technological developments which may impact upon your job duties or methods of working.

Location

Perth.

Application Process

Please send your CV and Cover Letter for attention of IUP Resourcing Team - HQ.Career@intoglobal.com.

Closing date Friday 4th February 2022.

Safeguarding

As part of our Safeguarding procedures, applicants are asked to note that:

- references will be followed up;
- all gaps in CVs must be explained satisfactorily;
- proof of identity and (where applicable) copies of qualifications will be required;

- reference requests will specifically ask whether there is any reason why candidates should not be engaged in situations where they have responsibility for, or substantial access to, persons under 18;
- appropriate suitability checks will be required prior to confirmation of appointment.

INTO is committed to safeguarding and promoting the welfare of young people, and child protection screening will apply.

INTO Giving is the charitable arm of INTO University Partnerships and is committed to increasing access to education and improving the quality of education for disadvantaged young people around the world. INTO employees are encouraged to take an active role in INTO Giving.

To find out more please visit www.into-giving.com.

Person Specifications

	Essential	Desirable
Legal Status	<ul style="list-style-type: none"> • Right to work in Australia 	
Education/Qualifications	<ul style="list-style-type: none"> • Undergraduate degree or equivalent 	<ul style="list-style-type: none"> • Postgraduate degree, equivalent or professional qualification in multimedia production or related subjects
Experience	<ul style="list-style-type: none"> • Up-to-date knowledge of current practices in instructional and learning design • Demonstrable experience working as an instructional designer, learning technologist or e-learning content specialist or related profession • Experience of designing online and blended courses from design to implementation. • Knowledge of the academic literature and current practices around instructional and learning design • A minimum of 2 years' experience working as an Instructional 	<ul style="list-style-type: none"> • Experience in developing or working with professional e-learning storyboards and development scripts • Experience with basic data manipulation / supporting data analysis (Excel/VBA/SQL) • Experience of script writing for user acceptance testing • Experience of working in a Higher Education context preferably in the development of accredited courses



	<p>Designer, Learning Technologist or equivalent role</p> <ul style="list-style-type: none">• Experience of developing and delivering courses in Blackboard.	<ul style="list-style-type: none">• Experience of developing and delivering courses in Brightspace (D2L).
Skills	<ul style="list-style-type: none">• Ability to work alone or as part of a team (including remote teams)• Pro-active and able to prioritise, meet deadlines and deliver consistently well under pressure• Excellent organisational skills and experience of managing a portfolio of complex projects with competing demands• Strong sense of initiative and ability to work independently to get things done.• Expert knowledge of Blackboard and other VLE activities, course configuration and administration• Knowledge of accessibility and usability requirements for web development and e-learning	<ul style="list-style-type: none">• Ability to develop front-end code HTML5, CSS3 and jQuery• Expertise in Adobe Creative Suite and/or E-learning production tools (Articulate, Evolve, Gomo, etc)