



# Job Description

## Learning Technologist, UWA College

### 1 year FTC

August 2021

#### Context

UWA College is The University of Western Australia's own pathway course college.

The college itself is operated and run under contract to the University by INTO University partnerships.

INTO University partnerships is a global provider of pathway programme in partnership with 24 other Universities in both the UK and US.

#### Reporting line

The role reports to the College Director at INTO UWA with a communication line to the Senior Product Design Manager. This is to ensure that all Technology Enhanced Learning strategies can be implemented across the business.

#### Job dimensions

On reflection of our response to the COVID-19 pandemic, UWA College will develop all courses to be available online. This position is key to a successful transition into online learning.

The role sits within UWA College's Teaching and Learning team and is a one-year 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. The role will be supporting the College programme delivery, as well as acting as a consultant in how our e-learning products can be developed further to meet with the company's high standards.

#### Job Purpose

The Learning Technologist is responsible for the pedagogical design of online and blended delivery courses. Additionally, they are required to ensure that stakeholders responsible for delivering online content within courses, are appropriately trained in how to do so. Where tutoring is conducted by staff employed by INTO, the Learning Technologist is responsible for recruiting and managing the tutoring team.

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CRICOS Provider Code: 00126G

INTO Perth Pty Ltd is an approved third-party provider of the University of Western Australia and will provide the Course on its behalf.

The Learning Technologist would work closely with the Academic Director and the Course Leaders to develop all new courses to be taught fully online and use a constructive alignment approach to course design.

The candidate 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.

This candidate should always have the student experience at the heart of their decision-making process.

## **Key accountabilities and duties**

### **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 the INTO business 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 INTOs 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

### **Location**

The post is based in Perth, Australia. Travel within the UK and abroad may be necessary and flexibility is required to meet the demands of the post, including occasional weekend working. The post holder may be reasonably required to work from any INTO or partner location at any time.

## **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) qualifications will be required;
- reference requests will ask specifically whether there is any reason that they 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.

**All applicants who are offered employment will be subject to a National Police Certificate before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.**

See next page for person specification...

## Person specification

	Essential	Desirable
<b>Legal Status</b>	<ul style="list-style-type: none"> <li>Right to work in Australia</li> </ul>	
<b>Education/Qualifications</b>	<ul style="list-style-type: none"> <li>Undergraduate degree or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>Postgraduate degree, equivalent or professional qualification in multimedia production or related subjects</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Up-to-date knowledge of current practices in instructional and learning design</li> <li>Demonstrable experience working as an instructional designer, learning technologist or e-learning content specialist or related profession</li> <li>Experience of designing online and blended courses from design to implementation</li> <li>Knowledge of the academic literature and current practices around instructional and learning design</li> <li>A minimum of 2 years' experience working as an Instructional Designer, Learning Technologist or equivalent role</li> <li>Experience of developing and delivering courses in Blackboard</li> </ul>	<ul style="list-style-type: none"> <li>Experience in developing or working with professional e-learning storyboards and development scripts</li> <li>Experience with basic data manipulation / supporting data analysis (Excel/VBA/SQL)</li> <li>Experience of script writing for user acceptance testing</li> <li>Experience of working in a Higher Education context preferably in the development of accredited courses</li> <li>Experience of developing and delivering courses in Brightspace (D2L)</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Ability to work alone or as part of a team (including remote teams)</li> <li>Pro-active and able to prioritise, meet deadlines and deliver consistently well under pressure</li> <li>Excellent organisational skills and</li> </ul>	<ul style="list-style-type: none"> <li>Ability to develop front-end code HTML5, CSS3 and jQuery</li> <li>Expertise in Adobe Creative Suite and/or E-learning production tools (Articulate, Evolve,</li> </ul>



	<p>experience of managing a portfolio of complex projects with competing demands</p> <ul style="list-style-type: none"><li>• Strong sense of initiative and ability to work independently to get things done</li><li>• Expert knowledge of Blackboard and other VLE activities, course configuration and administration</li><li>• Knowledge of accessibility and usability requirements for web development and e-learning</li></ul>	<p>Gomo, etc)</p>
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