

**Job Description for the Post of  
E-Learning Facilitator (Ref: BS09/1)**

**1. General Details**

Job Title:	E-Learning Facilitator
Location:	Business School
Normal workbase:	Stoke Campus
Tenure:	Permanent
Salary:	Grade 6 currently £25,623 - £29,705 per annum

**2. Job Purpose**

To facilitate the design and development of technology to support learning and teaching throughout all subject areas and academic levels within the Business School

**3. Relationships**

Responsible to: Director of Learning & Teaching

**4. Main Activities**

- i. To provide guidance and support to members of academic staff in the development of technology supported learning appropriate to the Business School.
- ii. To coordinate the design and development of e-learning resources and to promote good practice which fit the School's current and future needs.
- iii. To work in partnership with staff, either as individuals or in teams, to develop e-learning materials and to provide staff with the skills of maintaining their virtual learning environments.
- iv. To provide advice and guidance to members of academic staff regarding the appropriateness of the approaches taken and to disseminate information and good practice about e-learning in the School.
- v. To be an integral part of various teams set up from time to time as short-term projects in the area of technology supported learning.
- vi. To liaise with appropriate University staff to set up Blackboard accounts and to ensure that e-learning developments are in line with quality requirements.
- vii. To coordinate the design and implementation of software and systems designed to detect academic dishonesty within the learning environment.
- viii. To collaborate with staff holding similar posts in other Faculties/Schools in order to share good practice.
- ix. To organise, co-ordinate and deliver staff training as needed and appropriate.
- x. To produce progress reports to the Learning & Teaching Director.
- xi. To provide technical advice on the purchasing of IT equipment for the School and to advise the Resources & Enterprise Administrative Manager on the annual replacement of IT equipment within the School.
- xii. To provide technical support for the development of administrative IT systems within the School.
- xiii. To undertake any other reasonable duties as may be required by the Learning & Teaching Director.

## 5. Person Sought

<u>Qualifications and Experience</u>	<u>Essential</u>	<u>Desirable</u>
§ Graduate level qualification		J
§ Appropriate experience with web based, technology-supported learning or distance learning programmes	J	
§ Some conceptual ideas and understanding of e-learning and e-environments	J	
§ Appropriate experience of assisting academic staff to develop virtual learning environments	J	
§ A commitment to innovation in learning and teaching	J	
§ Good organisational awareness and organisational skills		J
§ Awareness of appropriate quality frameworks		J
 <u>Skills and Competencies</u>		
§ Excellent interpersonal, communication and presentation skills	J	
§ Team player	J	
§ Flexible approach	J	
§ Ability to work under pressure and meet targets	J	
§ Ability to train and develop other staff	J	
§ Customer focused	J	
§ Innovative		J
 <u>Other requirements</u>		
§ Recognition of diversity and equal opportunity issues	J	
§ Commitment to the University's mission and delivery of the University Plan	J	
§ Willingness to engage in a structured induction programme as a start to Continuing Professional Development (CPD) at the University	J	

## 6. Special Conditions

This is a full-time permanent post.

The University operates a Job Share Scheme. Applications from anyone interested in working part-time on a job share basis will be considered.

### Date Job Description Revised

August 2009

### Variation to Job Description

Staffordshire University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

### Conditions of Service

The post is subject to such terms and conditions of employment as negotiated between the Board of Governors of the University and the recognised trade unions, and/or the employees of the University. In negotiating such terms and conditions the Board of Governors will consider any appropriate advice received from the Universities and Colleges Employers Association (UCEA).

### **Applying for this post**

Should you now decide to submit an application for this position you are asked to kindly complete and return an application form. This is available either in electronic format (downloadable from our website) or as a hard copy.

Completed application forms and any accompanying information should be returned via e-mail to [jobs@staffs.ac.uk](mailto:jobs@staffs.ac.uk) or posted to Personnel Services, Staffordshire University, PO Box 662, College Road, Stoke-on-Trent, ST4 2XP.

If you wish to deliver the form by hand Personnel Services is located on the ground floor of the Cadman Building, College Road, Stoke-on-Trent. Office opening hours are 9.00am – 5.00pm Monday to Thursday, and 9.00am - 4.30pm on Friday.

**PLEASE NOTE THAT THE CLOSING DATE FOR COMPLETED APPLICATIONS IS: 6 OCTOBER 2009**

### **Procedure following Receipt of Applications**

Applicants are asked to provide us with an e-mail address where possible, as this is our preferred method of communication. All correspondence relating to this job application will be marked 'Private and Confidential'.

Where an e-mail address is provided, we will send applicants an acknowledgement of the application form as soon as possible following receipt; employees of Staffordshire University should note that this will be the internal e-mail address.

All applicants are asked to note that unless otherwise indicated, interviews will normally be held within one month of the closing date. Short listed candidates will be contacted to attend for interview as appropriate.

Candidates who are not shortlisted for interview will be informed via e-mail. In the absence of an e-mail address, we regret that in the interest of economy we are unable to write to applicants. If you have not received an invitation for interview or any further communication within two months of the closing date specified, you are asked to assume your application is unsuccessful on this occasion.

The University wishes to thank all applicants for their interest in the Institution and the post advertised and for the time and trouble taken to complete the information for their application.

**If you require a copy of the vacancy information in large print please contact us**

## Appointment to the University

The University is an independent Statutory Higher Education Corporation. As such the Board of Governors of the University is the employer, and is responsible for determining the employment policy, pay and conditions of service of all its employees.

The agreed terms and conditions for all staff are set out in the University's terms and conditions of service. In addition your attention is drawn to the following general points:

### Medical Clearance

The appointment is subject to satisfactory medical screening, which normally consists of completion of a confidential questionnaire.

### Eligibility to Live or Work in the UK

In line with the Asylum and Immigration Act 1996, documentation is required to confirm that employees are eligible to live or work in the UK. Any offer of employment is subject to this documentation being provided.

### CRB Clearance

Where indicated in the job description an offer of employment will be subject to a satisfactory response to a check of criminal records.

### Pension Contributions

All members of staff are eligible to contribute to the relevant occupational Pension Scheme which is either the Local Government Pension Scheme or Teachers Pension Scheme, both of which are final salary schemes. Staffordshire University as the employer also contributes to each scheme.

### Sickness Pay

An employee absent from duty due to illness will be entitled to receive paid sickness leave, as set out in the University's terms and conditions of service.

### Payment of Salary

Salary is payable monthly in arrears, normally on the last Wednesday of each month. Payment is made by direct credit to a recognised bank/building society/giro account. All new employees should ensure that the relevant details for credit transfer are completed on the standard form issued on appointment.

## Annual Leave

Individuals are entitled to the following leave entitlements based on the grade of the post with effect from 1<sup>st</sup> August 2007 onwards:-

Grade	Number of Days Worked per Week*		
	4	5	6
One	24	29	35
Two	24	29	35
Three	24	29	35
Four	26	32	41
Five	26	32	41
Six	26	32	41
Seven	30	37	45
Eight	30	37	45
Nine	30	37	45
Ten	30	37	45
Eleven	30	37	45
Twelve	30	37	45
Thirteen	30	37	45
Fourteen	30	37	45

\* This refers to those members of staff who work full time hours but on a standard 5 day working cycle or those operating a shift pattern over 4 or 6 working days. This does not refer to staff on fractional contracts.

In addition there are 11 Bank, Extra Statutory and Discretionary Holidays as follows:

Good Friday  
Easter Monday  
May Day  
Spring Bank Holiday Monday  
Late Summer Bank Holiday Monday  
Christmas Day to New Year's Day (inclusive)

### Trade Union Membership

The University believes that the interests of both the employer and employee are best served by individuals joining a recognised Trade Union. The Board of Governors of the University has recognised the following Trade Unions to operate within the university - UCU and UNISON.