

**JOB DESCRIPTION**

**Digital Learning Facilitator**

**Vacancy Ref: 0252-24**

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| **Job Title:** Digital Learning Facilitator | **Present Grade:** G6 |
| **Department:** ISS |
| **Directly responsible to:** Team Leader or ISS Section Head |
| **Supervisory responsibility for:** Variable according to assignment |
| **Other Contacts****Internal:** ISS department, Dept. of Organisation and Educational Development (OED), LUMS Digital Education Unit, Student Based Services and Academic departments |
| **External:** External agencies related to teaching and learning (ALT, JISC); student support agencies (UCISA); software suppliers and teaching and learning development networks |
| The Digital Learning Facilitator will be a member of the Digital Learning Team in the Department of Information Systems Services and will be involved in the development of new courses or improvement of existing courses, from design through to evaluation. The role will involve working with a range of academic and professional staff to design digital learning resources to a consistently high pedagogical quality. **Major Duties:**1. Provide pedagogic advice, guidance and encouragement in the design and development of courses; collaborate with course creators to design, test and evaluate engaging learning activities and compelling course content, with the aim of providing a rich online learning experience for students.
2. Create and maintain online learning objects and resources for self-directed training in online learning and continue to evaluate their effectiveness through analysis of usage data and user feedback.
3. Work with the providers of digital learning tools and learning management systems to ensure that they continue to support the University’s ambition for digital learning and deliver an excellent experience for students and staff.
4. Liaise with colleagues from contingent teams that have related interests, enabling the exchange of knowledge and improving colleagues’ awareness of current practice.
5. Keep up to date with innovative practice and research in the field and be willing to disseminate that learning to colleagues in Professional Services and academic departments.
6. Attend and report to internal and external meetings as directed.
7. Perform such other duties, appropriate to the grade, as may be directed by the Director of Information Systems Services or nominated representative.
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