**Digital Learning Technologist**

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| **Location:** | Aldgate, London EC3 and remote (hybrid) |
| **Salary:** | £30k-£33k |
| **Hours:** | Full Time |
| **Contract Type:** | Fixed term: 18 months |

DGHE is the higher education division of David Game College. Established in 1974 the College is Ofsted inspected, QAA reviewed and OfS registered, with a reputation for quality and academic excellence.

With an expanding course portfolio and growing student body we now require an enthusiastic, hard-working and experienced Digital Learning Technologist to join the existing DLT team from September 2024.

The Digital Learning Technologist will support the implementation of the College’s Digital Strategy, inspiring and supporting the active, innovative and sustainable use of technology to engage learners, expand the range of learning and assessment opportunities, and help to create the digitally-confident graduates of the future.

The successful candidate will have experience of a VLE (Virtual Learning Environment), such as Moodle, or BlackBoard, in a higher education setting. The appointee will have excellent organisational skills with the ability to prioritise and work under pressure. The nature of the work requires an individual with good interpersonal skills who can work successfully in a team.

To apply please send a covering letter and CV to [jobs@dghe.ac.uk](mailto:jobs@dghe.ac.uk)

Job description and person specification available at:

<https://www.dghe.ac.uk/college/staff-vacancies>

**JOB DESCRIPTION & PERSON SPECIFICATION**

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| **TITLE:** | Digital Learning Technologist (DLT) |
| **REPORTS TO:** | Head of Data and Digital Strategy |
| **OTHER KEY RELATIONSHIPS:** | Head of Centre, Head of Academic Delivery and Development, Programme Managers, external Moodle consultant, other DLT |

**Summary**

The Digital Learning Technologist will inspire and support the active, innovative and sustainable use of technology to engage learners, expand the range of learning and assessment opportunities, and help to create the digitally-confident graduates of the future.

**Responsibilities**

Technical:

* Provide technical administration of our VLE (Moodle) and other learning platforms which may be introduced.
* In collaboration with relevant academic teams, manage the creation, development and maintenance of Moodle courses (academic modules and other training including induction materials)
* Support with development and integration of related digital systems
* Troubleshoot and resolve issues relating to the educational resources, reported by internal teams, tutors, partners and students.

Pedagogical:

* In collaboration with academic staff and instructional designers, support content creation by building engaging online content and uploading module content including developing activities.
* Apply practical solutions to a variety of challenges when supporting and developing online learning environments.
* Create guidance documentation on the use of the various learning platforms and tools for academic teams, students, and tutors.
* Take responsibility for user training and provide demonstrations, training events, and other user guidance where appropriate.
* In collaboration with relevant academic teams, design, enhance and standardise the production of learning resources to support various methodologies and modes of delivery through digital principles.
* Have an accessibility first mindset for all content development.

Other:

* Document processes and procedures used following version control practices.
* Champion the VLE and promote its possibilities.
* Contribute to reports that contain analysis from Learning Technology systems to evaluate, review, and inform efficient and effective educational solutions.
* Undertake CPD to keep up to date with the field, staying abreast of the latest trends and developments in digital learning technology
* Perform miscellaneous support duties as assigned.

**Essential attributes**

* Excellent interpersonal skills and a collaborative, supportive and professional style.
* Copywriting and copyediting experience
* Ability to plan and prioritise own workload.
* Ability to work independently and use own initiative where appropriate.
* Excellent attention to detail.
* Computer literate with skills and knowledge in a variety of learning technology platforms/applications.
* Understand accessibility requirements for online learning.
* Ensure that all data is handled in a sensitive and confidential manner, adhering to any data protection and GDPR requirements where relevant.
* An inclination to help people but also possess the drive to push forward digital projects.
* A problem solver
* Dedication to the student and staff experience.

**Desirable attributes**

* Knowledge of CSS and HTML
* Experience of Moodle administration.
* Experience of the creation of high-quality instructional videos
* A Bachelor level qualification or equivalent and relevant subject area knowledge.
* Understanding the basic issues relating to copyright.