Job Title  e-Learning Advisor (2)
MALTS
Line Manager   e-learning services Manager

Job Purpose

The job is to work with academic and other colleagues with the aim of ensuring the appropriate use of educational technologies throughout the university community. This post focuses on the provision of an institutional e-portfolio service and tools to support multimedia presentations.

Main Responsibilities

<table>
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<tr>
<th>Activity</th>
<th>Percentage</th>
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<tr>
<td>To plan and execute the implementation of an e-portfolio tool, suitable for extension to a full university wide service, and to pilot and evaluate its development and to create suitable training and support resources.</td>
<td>80%</td>
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<td>To give professional advice and input to university wide discussions about e-portfolios and personal development planning strategy.</td>
<td>5%</td>
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<td>To plan and implement the Impatica presentation service, including identifying and suggesting enhancements, administration and record keeping, and providing appropriate support and training resources.</td>
<td>5%</td>
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<td>To offer professional advice and guidance to academic staff in their selection and implementation of educational technologies.</td>
<td>5%</td>
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<td>To take a proportional share of the work of the MALTS team which gives online and personal responses to enquiries from academic and support staff about e-learning</td>
<td>5%</td>
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<td>Undertake other tasks related to provision of e-learning services</td>
<td>As required</td>
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Planning and Organising

Tasks and Projects to be undertaken will be agreed with the line manager. However the postholder will plan their own daily schedule, prioritise different tasks, arrange meetings and negotiate access to shared resources. They have full delegated responsibility to act as project manager for the e-portfolio system which is funded by the Principal’s e-Learning fund under overall guidance of the Project Director, the head of MALTS.

Problem Solving

The implementation of e-portfolios within Edinburgh is a new initiative. Through discussion with academic teams, seek and propose suitable template structures to facilitate e-portfolio use across different courses and in different colleges. Then determine and provide the support necessary to achieve implementation of those templates in the different contexts and evaluate the effectiveness of all stages of the project.

Identify risks to service reliability and recommend actions. Analyse problems presented by Impatica users. Devise and implement solutions to problems, seeking assistance if necessary. Differentiate between major and minor issues and prioritise development. Formulate procedures to ensure that a stable and resilient service is offered.

Decision Making

Differentiate between major and minor issues and identify the urgency of a problem. Take appropriate action to ensure urgent problems are resolved as quickly as possible, perhaps taking direct independent action. Solve minor problems independently, solve major problems collaboratively. Decide which actions require to be documented and what communications are needed with users and colleagues.
Key Contacts/Relationships

This post involves working closely at a planning & information level with senior staff from both college and administrative roles and with institution wide committees who together are leading at a strategic level in this new and wide-ranging area of PDP and e-portfolios.

E-learning advisors must engage and advise academic staff and teaching organisations on the appropriate use of a range of educational technologies, from both a technical and a pedagogical perspective. Act as an advocate for the appropriate use of educational technologies. Identify and recommend enhancements and additions to the suite of services provided by MALTS. Collaborate with colleagues from other teams across information services and MIS to provide stable and resilient e-Learning services, and to develop new tools and resources. Respond appropriately to a range of user queries, from staff, students and other support teams.

Knowledge, Skills and Experience Need for the Job

An e-learning advisor should have a basic knowledge of a wide range of e-learning systems and a detailed understanding of at least one and usually two or three main service areas. This particular post requires detailed understanding the lifelong learning agenda, personal development planning, and transferable skills training, and the ability to communicate effectively and sympathetically with many different client groups. It also requires significant technical knowledge, and programming skill to create and manipulate templates, and to offer user support in the creation of specialist materials. The post would normally require a relevant degree and usually also some relevant working experience although aptitude and demonstrated ability is more critical than formal qualifications.

Dimensions

The e-learning section provides robust and reliable e-learning tools and systems, many on a 24 x 7 basis, and comprehensive user support for these systems. They are available to every course, every student and every member of staff in the University. Although this post has no direct line management responsibilities the postholder may be asked to lead projects involving the participation of up to 5 colleagues. E-Portfolios are currently in use in two pilot courses with more pilots in development and this role seeks to expand to a full university service available to all undergraduate students. Impatica On Cue is available on a drop in basis and cost £2000.

Job Context

This job contributes to the strategic goal of excellence in education, and will involve direct contact with clients at all levels within the university. The bulk of the working contacts will be staff (academic support and admin.), but there will also be contact with students (UG and PG).