University of Edinburgh

Job Description: e-Learning Developer

1. Job Details
Job title: e-Learning Developer
School/Support Department: School of Physics
Unit (if applicable): N/A
Line manager: Director of Teaching

2. Job Purpose
Provide and develop technical and programming solutions to the School's e-learning requirements, principally in support of undergraduate teaching. Provide support and training for staff and collaborate in e-learning projects across the School and University.

3. Main Responsibilities

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<th>Approx. % of time</th>
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<td>1.</td>
<td>Employ software development and programming techniques on novel e-learning problems and projects in the scientific teaching domain, to ensure that project requirements and deliverables are met on time and within budget.</td>
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<td>2.</td>
<td>Maintain, support and facilitate the on-going development of existing e-learning and teaching administration systems.</td>
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<td>3.</td>
<td>Provide technical direction and consultancy on e-learning and teaching administration projects, to ensure that key project deliverables are met.</td>
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<td>4.</td>
<td>Liaise with key contacts within the School and University to identify project requirements, disseminate results and provide training to support the School's teaching activities.</td>
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<td>5.</td>
<td>Produce technical reports, research papers and participate in conferences to enhance the School's reputation within and beyond the University.</td>
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4. Planning and Organising
- Organise personal workload on a weekly basis without significant supervision.
- Contribute to work planning and strategic direction over 3-6 months, in conjunction with manager.
- Respond effectively to queries and problems from users of e-learning systems within the School.

5. Problem Solving
- Solve technical, design and architectural problems encountered within e-learning and web development projects in the scientific teaching and publishing domain using appropriate leading edge technologies.
- Solve technical queries from users and collaborators in a timely fashion.
- Ensure that outputs comply with relevant policies and standards, such as the Disability Discrimination Act, University web development guidelines and domain-specific technical and interoperability standards and specifications.

6. Decision Making
- Take responsibility for making appropriate technical, design, architectural and implementation decisions within projects.
- Consult with manager to formulate longer-term strategy and scope for their work.
- Take responsibility for personal time management and on how to organise personal workload on a weekly basis.
• Be self-motivated and able to work without significant supervision.

7. Key Contacts/Relationships
• Advise staff from across the School on appropriate technical solutions to e-learning problems.
• Consult with teams providing related systems and services within the School – e.g. the Computing Support Team, Web Architect and School Administrator.
• Work with members of cross-School e-learning projects (e.g. Mathematics teams, Biology e-learning team, LORE steering group etc.) and consult with related technical, strategic and project teams within the University (e.g. EPCC, MALTS, University Web Development Team).

8. Knowledge, Skills and Experience Needed for the Job
• Must have demonstrable skills in Java programming, web/markup languages (HTML, XHTML, XML, XSLT, MathML, CSS, JavaScript), web technologies and frameworks, scripting languages (such as Python, Perl or Ruby), database development, web server administration, software engineering and design methodologies, unit testing.
• Must have extensive awareness of accessibility issues and legislation, such as Disability Discrimination Act.
• Must be able to embrace new technologies and acquire new skills quickly.
• Must have excellent communication skills and the ability to interact with people with varying levels of IT literacy.
• Must be able to work productively both independently and as part of a team.
• Should have a good degree in a scientific discipline.
• Should have experience of virtual learning environments.
• Should have experience of research projects and technical development.
• Should have good knowledge of e-learning issues, teaching methodology, learning design and pedagogy.
• Should have awareness of document processing technologies, particularly in the mathematical sciences domain.

9. Dimensions
• Impacts on all teaching and teaching administration within the School.
• Existing e-learning systems underpin the delivery of courses to over 500 students per annum, and the position impacts on the learning experience of all undergraduate students taking courses provided by the School.
• School occupies a prominent position within the University on deployment of e-learning solutions.
• Enhance the School's e-learning reputation both within and outwith the University of Edinburgh by publishing activities and results on the web, in research papers and by participating in relevant conferences and meetings.
• Supervise students undertaking summer and casual work (1-4 students per year).
• Participate in identification of future funding streams and projects.

10. Job Context and any other relevant information
• Position operates in a complex, fast-moving technological field and faces a number of challenges not encountered in other disciplines (for example, effectively disseminating mathematical content).
• External funding opportunities to support e-learning developments will be actively pursued.
• Post-holder's abilities must cut across a number of disparate disciplines, such as Human Computer Interaction and Usability, Pedagogy and Learning theory as well as technical and scientific abilities.