University of Edinburgh: Job Description

1. Job Details
Job title: e-Learning Developer
School/Support Department: Learning Technology Section, DULT, College of Medicine and Veterinary Medicine
Unit: e-Learning Unit
Line manager: e-Learning Manager
Unique Job Reference Number: MLT/05

2. Job Purpose
To develop and manage the development of e-learning materials for use internally by academic staff in the teaching of undergraduate medical students and external bodies such as the Royal College of Physicians, NHS and the World Health Organisation.

3. Main Responsibilities
1. Manage courseware development projects in collaboration with internal and external academic and clinical staff in support of effective and engaging student learning and training 75%
2. Maintain and update existing e-learning assets for teaching staff to improve the student experience 5%
3. Train and supervise students and staff in the development of their e-learning skills, to better allow them to create their own e-learning content 5%
4. Keep abreast of development within the e-learning fields and ensure that software skills are up to date. Assist other e-Learning Developers by sharing knowledge and skills. 5%
5. Advise teaching staff on the best practice for creating interactive content 5%
6. Evaluate feedback from students/teaching staff and act on this to improve existing and creation of new materials 4%
7. Contribute to occasional undergraduate medical computing teaching clinics, providing key IT skills and teaching support for first and second year MBChB students 1%

4. Planning and Organising
- Planning and organisation of short-, mid-, and long-term, e-learning projects with teaching staff and other subject experts. Projects may require long term planning although most vary and require flexibility in response to client availability and priorities
- Ability to work on own initiative and organise own workload

5. Problem Solving
- Transform clients’ ideas and content and convert them into engaging and effective interactive e-learning materials
- Balance competing demands of different projects and clients
- Problem solving is carried out alone or in consultation with line manager and/or colleagues

6. Decision Making
- Evaluate, select, develop and apply appropriate development methodologies and designs, both individually and in consultation with line manager and/or colleagues
- Advise clients on the best approaches and means for developing their educational materials
7. Key Contacts/Relationships
- Work closely with, advise and support academic and clinical subject experts to ensure resulting courseware best fits the needs of all those concerned
- Work with the e-Learning Manager to develop and manage key courseware projects and services
- Communicate with key College staff such as the Simulated Patient Co-ordinator to arrange actors for video to enhance e-Learning materials

8. Knowledge, Skills and Experience Needed for the Job
A self-motivated individual educated to at least degree level with additional industrial experience who can work as part of a team when required. Good communication skills are necessary and they should be capable of dealing with internal and external academic and clinical clients. Skills in e-Learning technologies and multimedia applications, in particular Adobe Flash, Director and Authorware are required. The post holder should have a creative flair with experience in design software such as Photoshop and Illustrator. Experience is required in web design and development including awareness of accessibility needs. A willingness to learn new technologies is essential as LTS works at the cutting edge of e-Learning development.

9. Dimensions
- Responsible for effective management and timely delivery of courseware development projects
- Customer base includes 3,000 students and 2,000 staff from both within and beyond the University

10. Job Context and any other relevant information
The post holder is required to find solutions for a demanding range of multimedia development projects with many commercial dimensions and within a fast-moving and dynamic field. The post holder must be prepared to work with materials of a sensitive nature (anatomical images) and copyright issues.

Verification
I agree that this job description conveys an accurate description of this job.

Manager: Manager
Signature Date

Job holder:
Signature Date

Other: Job title Name Signature Date