1. Job details
Job Title: eLearning Computing Officer
School: GeoSciences
Line Manager: IT Service Manager

2. Job purpose
To provide e-learning and computing-based teaching support to the School.

3. Main responsibilities

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1. Develop and implement IT-based components of teaching in collaboration with academic teaching staff.

2. Develop and implement a framework for management of course information, using current and emerging standards, through virtual learning and web environments.

3. Develop and implement computer-based assessment and on-line submission of course-work.

4. Organise and oversee delivery of computer-based practicals

5. Promote the use of e-learning among academics in the School of GeoSciences.

6. Provide specialist support for research projects which would benefit from the postholder's area of expertise and knowledge.

7. Keep up to date in and develop own area(s) of expertise, taking responsibility for identifying own professional development needs.

8. Carry out any other reasonable duties as requested by the line manager which are commensurate with the post.

4. Planning and organising
- Responsible for planning and prioritising own work on daily, weekly and long-term basis within agreed overall priorities.
- Project management for introduction of new courses, processes, and software over weeks or months.
- Ability to work on several projects at once and set appropriate priorities for delivery and deadlines.
- Respond to urgent problems, crises and teaching disruptions with appropriate level of priority relative to long-term goals.

5. Problem solving
- Investigate and analyse technical problems, explore and evaluate solutions using judgement and experience to select best response.
- Identify when technical problems require input from other specialists.
- Deal appropriately with inexpert, frustrated or irate computer users.
6. Decision making
- Autonomous decisions on work schedule and immediate prioritisation of needs.
- Decide on and implement appropriate solutions to problems.
- Act to anticipate and prevent difficulties.
- Determining and take action to address own learning needs to maintain skills and expertise in new software and techniques

7. Key contacts and communication
- Provide guidance, advice, training and solutions to a range of academic staff in the School and to students.
- Act sympathetically to user difficulties and level of knowledge and explain complex concepts and procedures at appropriate level.
- Work as part of a team of IT specialists to optimise use of time, skills and resources to achieve common goals.
- Liaise with University IT services and external organisations to develop and maintain services for the school.

8. Knowledge, skills and experience required
- Degree in GeoSciences or related discipline.
- Experience of e-learning and the use of IT in support of teaching.
- Experience of virtual learning environments, teaching material preparation, website maintenance, HTML, XML and database interfacing.
- Knowledge of some or all of WebCT, Flash, Powerpoint, Excel, DreamWeaver, Illustrator, Corel Draw, Photoshop, Paintshop Pro, Java, Oracle, Perl.
- Excellent communication skills; ability to work in a team and to interact effectively with other staff and students
- Strong commitment to quality and innovation in teaching.

9. Dimensions
- Provides e-learning support services to all academic staff in the School (c. 80 staff). Provides a service for postgraduate (c. 250) and undergraduate students (c. 1200).
- Member of a team of 10 computing officers.

10. Job context and any other relevant information
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