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/06

2. Job Purpose
To develop and promote the College's e-learning activities in the areas of Lifelong Learning (LLL) and Continuing Professional Development (CPD) by developing online community support systems, overseeing the development of interactive materials for these systems and working with partner organisations such as the Royal Colleges and the NHS.

3. Main Responsibilities
1. Architect, develop, test, support and maintain new applications and e-learning resources for graduates and alumni to support and promote CPD and LLL activities.
2. Liaise with academics, clinicians and technicians to video seminars and lectures for online delivery
3. Liaise with other institutions to build collaborations around sharing electronic CPD and LLL resources and services
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. Contribute to occasional undergraduate medical computing teaching clinics, providing key IT skills and teaching support for first and second year MBChB students

4. Planning and Organising
- Planning and organisation of major CPD and LLL e-learning projects in collaboration with staff and students from the University and partner organisations.
- Ability to work on own initiative and organise own workload

5. Problem Solving
- A key part of this role is to analyse user problems, devise technology-based solutions to them and implement them, both individually and as part of a team
- Dealing with conflicting interests and priorities within the project and in particular with project partners
- Problem solving the intricate workings of existing technology applications in order to ascertain the best way to incorporate new ideas, individually and as part of a team

6. Decision Making
- Evaluating and selecting methods to solve problems as they arise and prioritisation of own work.
- Make application design decisions on an individual basis and advise on the feasibility of implementing systems and the risks involved within the team.
- Exercise quality control of resource content and accessibility (output).

7. Key Contacts/Relationships
- Working with e-Learning Manager and project steering group members to ensure timely and effective delivery of project outputs
- Externally, collaborating with peers in other institutions, to encourage implementation of technologies relevant to achieving own project objectives.
- Maintaining relationships with other technical institutions both internal and external to the university in order to keep our development processes and technical understanding up-to-date with the rest of the industry.

8. Knowledge, Skills and Experience Needed for the Job
- A degree in a relevant area along with some industrial experience
- Excellent project-management, communication and inter-personal skills including report writing
- An in-depth knowledge of the principles and practice of contemporary information systems design, development and programming
- Good experience of a variety of coding languages and methodologies including Object Oriented design
- Experience of video/audio capture, production and delivery

9. Dimensions
- A number of people indirectly impact the success of the project; managers and education directors within external institutions and those within the University of Edinburgh.
- Those directly affected by my work are involved in Management and Production and they number two.

10. Job Context and any other relevant information
- The project demands adaptability and attention to detail in a technical environment, with an awareness of the sensitive nature of some of the materials used or topics discussed.
- Handling the politics and public relations issues regarding the project work are a significant part of the job context as many objectives are dependent upon the commitment and involvement of a number of managers, clinicians and academics, both internal and external.

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

Manager: 

Job title

Name

Signature

Date

Job holder:

Staff number

Name

Signature

Date

Other:

Job title

Name

Signature

Date