University of Edinburgh: Job Description

1. Job Details
Job title: e-Learning manager
School/Support Department: Learning Technology Section, DULT, College of Medicine and Veterinary Medicine
Unit: e-Learning Unit
Line manager: Director of the Learning Technology Section
Unique Job reference number: MLT/12

2. Job Purpose
To provide vision, operational, academic and strategic leadership in the management and further development of e-learning services, projects and activities for the College, both through the work of the Section’s e-Learning Unit and as a direct participant in the work of the College and the University as a whole.

3. Main Responsibilities
1. Lead and manage the Section’s e-Learning Unit including all aspects of staff management, recruitment, appraisal, staff development, scheduling of work and discipline.  
2. Devise, design and build or commission innovative, aligned and effective technological solutions to emerging problems and needs in the College and beyond.  
3. Financial management of the Unit and income generation (by writing grant proposals and building strategic partnerships) to ensure smooth running and continued funding for the Unit’s staff and the services it provides.  
4. Undertake research and pursue networking opportunities including substantial national and international travel to create partnerships, stay abreast of developments, promote the work of the Section, College and University, including supporting and developing research and publishing opportunities in e-learning for academic and Section colleagues.  
5. Undertake undergraduate teaching as required, including class teaching, setting and assessing coursework, theme leadership, curriculum design, administration and other academic duties, to provide a high quality integrated student learning experience.  
6. Chair or contribute to strategic and operational College and University committees on issues pertaining to e-learning and the use of technology in support of teaching and learning.  
7. Liaise with the Director of the Section to develop and pursue Section and broader strategic goals and activities, and LTS Management Executive to ensure the smooth working of the Section  
8. Deputise for the Director of LTS as required

4. Planning and Organising
- Devise and implement financial plans for the e-Learning Unit including income generation
- Plan e-learning service provision for the College and the means by which it is implemented both within the Unit and beyond, including planning service architecture and strategic developments in learning technology services for the Section and the College
- Plan and prioritise personal workload and that of e-learning staff. Organise team meetings appraisals, staff development sessions to ensure smooth and efficient running of the Unit

5. Problem Solving
- Find solutions to potential and actual disruptions in Unit service provision due to staff holidays, sickness, maternity leave, resignations, and technical disruptions
- Work with Section and academic staff to develop their work plans, overcome technical and educational problems and enhance services
6. Decision Making
- Decide on budgetary, staffing and support issues for e-Learning Unit staff
- Ensure and carry out suitable quality assurance measures on the output of the Unit and the services offered
- Contribute to decisions and plans regarding the long-term strategic goals of the Unit and Section

7. Key Contacts/Relationships
- Represent the Section, College and University in formal discipline-focused teaching and research networks involving peers in the UK and internationally
- Write and present reports and briefing papers for key College and University committees and working groups
- Work closely with the Director of LTS, College e-Learning Coordinators, the Director of MALTS and others to manage University e-learning services
- Work closely with senior academics and clinicians to provide for their e-learning implementation and support needs

8. Knowledge, Skills and Experience Needed for the Job
- A good degree in a relevant area along with a minimum of five years industrial experience
- In depth understanding of current and emerging issues and trends in e-learning theory, research and practice and a recognised national profile in these areas. This to include excellent communication skills (written and verbal) and excellent presentation skills including teaching experience
- Ability to shape and inform critical strategic discussions at School, College or institutional level, and beyond, and to act as a senior institutional representative as required
- In depth understanding of information system design, programming, implementation and management
- Excellent project, people and financial management skills

9. Dimensions
- Manage 10 FT e-Learning Staff (currently 1xAS3, 1xAD3, 6xAD2 and 2xAD1)
- Manage Unit budget, currently around £180,000pa
- The systems that this post manages support over 3,000 student users and nearly 2,000 staff users. These systems are central to the core business of the College and contain a lot of highly sensitive information. The post holder must be able to manage these services to a high standard of security and reliability.

10. Job Context and any other relevant information
The College currently only funds 2 (FTE) of the Unit’s posts. This means that the e-Learning Manager has to meet the costs for the remaining posts out of ‘soft’ income thereby adding pressure to the income and innovation aspects of the post. This also adds pressures to the way that internal (relatively unfunded) services are balanced with external (income generating) services.

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

Manager:
Job holder:

Other: Job title Name Signature Date