University of Edinburgh: Job Description

1. Job Details
Job title: Special Projects Manager
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/09

2. Job Purpose
The Special Projects Manager;
- Supports the activities of the e-Learning manager and represents the e-Learning Manager, the Section and the Institution, as appropriate, in a variety of internal, local, national and international contexts
- Directly manages, supports and appraises the Virtual Learning Environment (VLE) Development team.
- Leads on a wide range of internal and external projects that contribute to undergraduate, postgraduate and distance learning students and generates income for the Section.

3. Main Responsibilities
Scope, steer, manage and evaluate commissioned projects from both within and outwith the College with a view to enhancing teaching and learning and generating revenue for the Learning Technology Section 30%
Manage the workflow and day to day activities of the VLE Development Team to ensure high quality of output and timely execution of the Section's commitment to the maintenance and advancement of its services (includes staff recruitment and appraisal) 20%
Design and develop technology-based applications to support and enhance learning, teaching and administration tasks for undergraduate, postgraduate, distance learning projects. 20%
To represent the Section at relevant College/School strategic and planning fora with a view to maintaining the Section's alignment to the general learning and teaching environment and offer, where appropriate, consultation on e-learning issues arising. 5%
To undertake research and development work relevant to the development of the interests of the Section to sustain and enhance its international research and innovation profile 10%
To liaise regularly with the e-Learning Manager and other senior colleagues to ensure smooth, timely and accurate flow of relevant information, tasks and progress reports 5%
To set up new, and manage existing, systems and databases for the Section 5%
To give presentations in multiple arenas both internal and external to raise awareness of and engagement with activities within the Learning Technology Section 5%

4. Planning and Organising
- Plan and manage workflow for VLE Development Team
- Plan, conduct and manage timelines and resources for internal and external projects
- Plan and manage technology-based issues regarding the Section’s services

5. Problem Solving
- To assess and resolve system, server, network and software failures within project and service system architectures (database failure, network errors, application errors)
• To prioritise conflicting workflow schedules for own work and for the VLE team
• To pre-empt and resolve conflicts (disagreements, variations in expectations, resource limitations) within services and projects

6. Decision Making
• Prioritise and allocate workflow and workload for VLE development team and for self
• In conjunction with e-Learning Manager strategise individual projects and research goals within the framework of the section’s workflow and priorities
• Act as member of strategic steering committees for e-learning projects and services

7. Key Contacts/Relationships
• Advise academics and administrative staff on appropriate uses of technology and engage them appropriately in development processes
• Engage with individuals and agencies at local, national and international level who are engaged with e-learning and the work of the Section

8. Knowledge, Skills and Experience Needed for the Job
• A good degree in a relevant area along with a minimum of three years industrial experience
• In depth understanding of current and emerging issues and trends in e-learning theory, research and practice
• Ability to engage with and contribute to critical strategic discussions at School, College or institutional level, and beyond, and to act as an institutional representative as required
• High level of information system design, programming and implementation skills
• Ability to strategise, organise and resource workflow for a team over short, mid and long timescales

9. Dimensions
• Line manage 3 FT VLE Developers (currently 1xAD2 and 2xAD1)
• Support, guide and draw on resources from the broader pool of a further 5 developers, and other affiliated groups – principally MVM IT Services computer support officers, where appropriate
• Purchase assets, resources and other supplies relevant to the work or professional development of the developers with in the Learning Technology Section (up to the value of £10,000)
• The systems that this post is involved in managing support over 3,000 student and nearly 2,000 staff users. The systems are central to the core business of the College and contain a lot of highly sensitive information. The post holder must be particularly trustworthy and conscious of the security and confidentiality of the information they have access to.

10. Job Context and any other relevant information
The specific needs of the CMVM often requires that system architectures and development solutions do not match those of other Colleges or adhere entirely to institutional systems. This calls for a great deal of acuity in regards to the cultural and political structure of the institution, and calls for particular skill in maintaining appropriate relationships with all relevant areas of the University. The post also requires significant engagement in presenting and publishing the work of the Section both nationally and internationally.

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

Manager: Job title Name Signature Date
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