

The University of Manchester

Job Description

Job title:	e-Learning Manager
Reports to:	Head of Teaching, Learning & Students
Organisational Unit:	The University of Manchester Library
Date:	February 2015
HERA:	MAPACS-JRUL-EL-E (498, Grade 7)

Remit of the Library e-learning team

The Library e-learning team's primary remit is to support the transformation of the library's teaching and learning activity through the use of learning technology and provide the expertise required to create high quality e-learning resources.

This includes:

- overall responsibility for the online element of the Library's skills programme(s)
- supporting library colleagues in the effective use of learning technologies
- providing e-learning support for relevant University wide projects

Overall purpose of the job:

The post-holder will:

- Manage the e-learning team in order to provide a high quality and responsive e-learning service on behalf of the Library
- Oversee the planning, design development and delivery of high-quality e-learning resources on behalf of the Library.
- Support the Head of Teaching, Learning & Students in developing teaching & learning services and strategies by providing expert advice on e-learning technology and developments.
- Promote the use of technology in teaching and learning and manage relevant projects which enhance the student experience.

Key responsibilities, accountabilities and duties:

- To oversee the creative design and development of online learning resources in support of the work of the Library and relevant cross-University projects.
- To manage all aspects of the ongoing development for the online element of the Library's skills programme(s).

- To provide technical assistance and support with the development of other relevant online materials within the Teaching, Learning and Students department.
- To contribute to the development of the Library's teaching & learning quality assurance processes, taking the lead on those required for e-learning materials.
- To oversee the administration of all Library e-learning materials.
- To manage and prioritise e-learning development work plans in line with strategic and operational priorities for the Library and associated cross-University projects.
- To manage the e-learning assistant(s), overseeing their work, assigning tasks in line with relevant priorities, monitoring and managing performance in line with HR guidelines.
- To oversee the professional development of the e-Learning assistant(s) to ensure that the team has an appropriate range of skills.
- To advise on strategic developments within the Library relating to learning technology.
- To provide advice and guidance to colleagues on the opportunities for using technology in teaching, learning and assessment.
- To represent the Library on relevant institutional e-learning groups and networks.
- To participate in the promotion of Library e-learning materials.
- To help the Library to adopt and promote open learning practices, e.g. through the use of Jorum, the UK's national repository for learning and teaching resources.
- To undertake professional development to update skills and knowledge in a fast moving environment.

Essential knowledge, skills and experience

- A degree or equivalent professional experience.
- Substantial experience of working in an e-learning environment
- A comprehensive understanding of the process of planning, designing, developing, testing and evaluating e-learning materials.
- A comprehensive and up-to-date knowledge of learning technologies and use in higher education.
- Experience of using a range of e-learning software packages
- Significant experience of managing e-Learning projects and delivering successful outcomes.
- Proven experience of working closely with subject matter experts to define and design online resources based on sound instructional design principles.
- Experience of successfully planning and overseeing a number of projects concurrently.
- Ability to plan a team's workload, make decisions about priorities and meet deadlines.
- Ability to work as part of the development team as necessary.
- Ability to coach and develop the e-learning team members.
- Excellent verbal and written communication skills, including the ability to communicate specialist information to a non-technical audience.
- Excellent analytical, problem-solving and organisational skills.
- Commitment to operating within a service culture, delivering to agreed standards, monitoring and reporting on progress.
- Willingness to undertake professional development to update skills and knowledge in a fast moving environment.

Desirable knowledge skills and experience

- Experience of using Articulate Storyline, Adobe Dreamweaver and Adobe Captivate.
- Strong graphic design skills.
- An understanding of accessibility, privacy and copyright issues.
- Experience of using a virtual learning environment (e.g. Blackboard).
- Experience of working in an HE environment.
- Good presentation skills and experience of public speaking.
- Experience of delivering training in learning technologies.