Job Description

Post Title: Media & E-Content Developer

Department: Educational Development & Quality Enhancement

Reporting to: Educational Developer

The Post

The University seeks a Media & E-Content Developer in order to enhance the capabilities provided by the existing technologists.

The developer will lead the generation of innovative online teaching and learning objects. The materials generated will be designed in order to encourage students to undertake deeper reflection on their learning and to support and to foster student-centred learning skills, personal development, employability and academic achievement. Material may also be used to support learners working at a distance.

The developer will work with academic subject specialists to generate a set of high quality on-line learning materials for a broad spectrum of subjects including Animal Science, Bioscience, Business Management, Crop Production, Economics, Engineering, Livestock Management, Marketing, Natural Resources etc, through to Personal Development and Research Skills. The scope of formal course and informal open-learning enhancements will particularly embrace the needs of learners on continuing professional development and staff development programmes.   Individual learning objects, once constructed, will be integrated into the University virtual learning and e-Assessment environments for final delivery and assimilated into resource banks for further dissemination and re-use.

The Appointment

The main duties and responsibility of the role will include:

- Work with members of academic staff to build and develop online learning materials, either for use within the VLE or hosted externally.
- Design media rich learning objects which are appropriate to specific groups of learners

using appropriate technology and drawing upon the principles of effective learning object design;
- Support blended learning programmes through the development and use of live broadcast techniques (e.g. web based streaming);
- Plan, storyboard and film live scenarios for use in learning resources;
- Utilise a range of specialist software tools to create and adapt illustrations, video and audio materials;
- Manage the eLearning Teams media files;
- Deliver workshops to lecturers and students to teach them how to use eLearning software for their own creative media resources;
- Contribute to the design of the staff development programme;
- Evaluate learning technologies and learning resources and disseminate lessons learnt through this work;
- Assess the appropriateness and manage the introduction of new media rich technologies for staff and student use;
- Co-ordinate developments with the central IT team to confirm that planned work is compatible with the University systems architecture, accessibility and security requirements;
- Deliver inductions and one to one support activities for academic staff in the use of educational technology;
- Develop documentation, guides, training materials and workflow protocols to support the effective use of learning technology;
- Support individual or groups of students who are conducting media rich projects;
- Develop the service level provided by the eLearning team through continual review and enhancement activities.

Prospective candidates will ideally have:

- A high level of practical IT literacy with a broad range of applications;
- A familiarity with a number of complementary multimedia application tools such as (Adobe) Premiere; After Effects; Photoshop; Illustrator; Flash; Captivate, preferably on a MS Windows platform;
- Experience in filming and producing video outputs of a high quality;
- An interest or familiarity with at least one of the subject content areas;
- A working familiarity with handling materials from traditional MS Office applications;
- Experience of a virtual learning environment (e.g. Moodle, WebCT, Blackboard), as an end-user;
- An eye for accuracy and detail in their work outputs;
- Good interpersonal skills (to negotiate content edits with subject specialists);
- An appreciation of different people's learning styles and processes;
- A recent personal portfolio to evidence their capabilities with rich-media instructional or educational material production;
- An ability to present complex ideas to a variety of audiences;
- A high level of personal organisation to manage multiple projects at any one time;
- A 'can-do' approach to new challenges.

Conditions of Service

The national recommendations which have arisen from the negotiations between UCEA and the unions recognised at national level, the Joint Negotiating Committee for Higher Education Staff (JNCHES), directly affect the terms and conditions insofar as they have been adopted by the Board of Governors

Hours of Work	The routine working week is 37 hours over Monday to Friday, inclusive. There may be an occasional requirement for weekend work or overtime working and time off in lieu will be allowed for hours worked in excess of37 per week.
Salary	The commencing salary will be within the range £26,495 to £28,936 per annum. The point of entry will be dependent upon relevant qualifications and experience. Salaries are paid monthly, in arrears, by credit transfer.
Holidays	The annual holiday entitlement is 22 working days, plus 3 University closure days and Bank Holidays. The holiday year runs from 1 April to 31 March and in the holiday year in which the employment commences or terminates the holiday entitlement will accrue on a pro-rata basis for each complete week of service. The timing of holidays is subject to the agreement of the Line Manager.
Sick Leave	During periods of certified sickness the post-holder will be eligible to receive sick pay in accordance with the University Sick Pay Policy. The payment of sick pay is subject to compliance with the University rules for the notification and verification of sickness absence, details of which will be provided to the successful applicant upon commencement of employment.
Pension	The post-holder will be entitled to join the Local Government Pension Scheme (LGPS), subject to its terms and conditions. Full details of the Scheme will be provided to the successful applicant upon commencement of employment.
Criminal Convictions	The post involves substantial opportunity for access to children and young persons under the age of 18. For this reason the University is entitled to take into account any criminal convictions, cautions or impending case(s) that it considers to be relevant to the post.
	The post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. This means that applicants are not entitled to withhold information about convictions which for other purposes would be considered "spent" under the provisions of the Act.
	Applicants must therefore complete the part of the application form declaring any criminal convictions and cautions from any court or police authority. It will be necessary for you to obtain Disclosure & Barring Service Check (formally known as Criminal Records Bureau CRB) to confirm that you do not have any criminal convictions relevant to the post and that you are not banned from working with children. Full details will be provided once an offer of employment is made.

References:
Candidates should ensure that they provide full details of the name and postal address of their referees. Please include e-mail addresses and telephone numbers wherever possible.

Referees should include your present, or most recent, employer. References will normally be taken up immediately in respect of candidates shortlisted for interview. **If you do not wish any reference to be taken up at this stage, please enter an 'X' in the relevant box**

provided on the application form.

Application Procedure:
All applications should be completed and submitted using the Harper Adams e-Recruitment programme at http://jobs.harper-adams.ac.uk

To be submitted no later than midnight on Monday 30th October 2017