



The attached Role Description outlines the duties and responsibilities of the position, and highlights the skills and attributes which the post-holder would need to develop whilst in post.

The Employee/Person Specification outlines the criteria to be used in the selection process. Applicants are advised to concentrate in their applications on demonstrating how they meet the selection criteria.

ROLE

The role will be an active but junior member of the Digital Education Technical Support Team within the Centre for Educational Development and Support (CEDS)

Supporting the use of digital education systems and tools across a range of undergraduate and postgraduate programmes including the use of virtual learning environments (VLE), AV support and video/audio capture and editing.

Dealing with staff and students, assisting in the use of technology to support learning and teaching activities and operation of Video Conferencing equipment.

You will work alongside other Digital Education team members providing support across the Faculty of Health and Life Sciences as required. Training in the various aspects of the role will be given. This is a fixed term opportunity that will allow the successful individual to gain experience and develop key skills in digital education activity, team working and work planning.

RESPONSIBILITIES

The day-to-day responsibilities will vary depending on the needs of the Faculty, including:

- ◆ Provision of support for staff on use of technology for learning, teaching and research activities.
- ◆ Supporting video and audio capturing and subsequent editing to support teaching activities within the Faculty of Health and Life Sciences.
- ◆ Provision of AV support for specialist teaching rooms and equipment across the Faculty of Health and Life Sciences, including video conferencing facilities.
- ◆ Supporting and providing cover to provide technical support for lecture capture and subsequent streaming, and /or simulation activity.
- ◆ Ensuring the operation of a safe working environment using good working practices in line with relevant legal requirements.
- ◆ Ensuring the safe, proper and effective use of equipment and facilities.

DUTIES

As part of a Faculty wide team, you will provide an efficient and effective front line, customer focused service to proactively support technologies used to facilitate learning and teaching and research activities.

- ◆ Maintenance and operation of specialist IT equipment within the Faculty of Health and Life Sciences.
- ◆ Assist at lectures and seminars with the operation of digital education equipment.
- ◆ Provision of practical support of AV and video conferencing equipment.
- ◆ VLE support including the upload of content, wiki support, Turnitin support, use of surveys and tests, and general trouble shooting.
- ◆ Provide support to staff on the use of hardware and software used for learning and teaching.
- ◆ Provide cover/support to other technicians within the Digital Education team as directed by the line manager.
- ◆ Video and audio capture and subsequent editing as required to support teaching and research activities
- ◆ Provide a monthly report of activities to the Line Manager and discuss development needs.
- ◆ Other activities as required by the Faculty in keeping with its functions. This may involve working outside of normal working hours on occasions.

Manual Handling

The post involves bending, stretching and the manual handling of loads up to 15kg. A system to control the risks is in place. Appointment will be subject to Occupational Health screening.

The appointee will be required to complete a health screening questionnaire and clearance from Occupational Health must be received before exposure.

EMPLOYEE SPECIFICATION – Shortlisting Criteria

Post Title: GRADUATE INTERN –DIGITAL EDUCATION SUPPORT
Department: Centre for Educational Development and Support

Salary: 16,776

Job Ref:

Attributes	No.	Essential Criteria (Identified from – Application form/CV/Supporting Statement/Interview/References)	Desirable Criteria (Identified from – Application form/CV/Supporting Statement/Interview/References)
1. EXPERIENCE	1.1 1.2	Understanding the role of providing general digital education support for staff and students across a range of technologies Experience of using multimedia, including video and audio equipment	Experience of using the Adobe CS suite of applications Experience of using Video Conferencing equipment (e.g. Skype, Adobe Connect) Experience of using Virtual learning environments Familiarity with mobile computing particularly iOS
2. EDUCATION QUALIFICATIONS TRAINING	2.1	Degree	Degree in related discipline (e.g. Education and /or technology, Computer Science)
3. SKILLS, GENERAL AND SPECIAL KNOWLEDGE	3.1 3.2 3.3	Good level of IT related skills Good interpersonal and communication skills Good personal organisation and time management skills Good knowledge of general desktop IT software e.g. MS Office	Experience of using video/audio editing software
4. PERSONAL ATTRIBUTES AND CIRCUMSTANCES	4.1 4.2 4.3 4.4 4.5	Ability to organise/prioritise work and show initiative Contributes to developing good working relationships within a team and with a wider group of colleagues Ability to produce high quality/quantity of work Ability to work effectively alone and within a team Willingness to learn new skills	Flexible approach to work

