

**BPP Job Description**

**Job Title** Learning Technologist

**Department** Group Education Services

**Location** Home based

**Contract type** Full time and permanent

**Hours of work** 37.5 per week

**Reporting lines** Head of Generative AI & Digital Learning

**Job Purpose**

To support the Head of Generative AI and Digital Learning in the strategic deployment and implementation of digital learning technologies across the BPP Education Group. The Learning Technologist role will be an enthusiastic, proactive, and highly motivated individual working within our friendly, collaborative, high-performing Generative AI (GAI) and Digital Learning Team.

Based in our well-established and respected Group Education Services department, the GAI and Digital Learning team supports users in exploiting our range of digital learning technologies, including the VLE, Panopto, Turnitin, Kahoot, Office 365, in supporting staff to enhance the learning and teaching experience. The role is pivotal in ensuring the seamless integration of these technologies into the academic framework, maintaining digital learning standards, and undertaking research to ensure best practices in the sector. You should be a strong team player with excellent communication and customer service skills and should be able to demonstrate an appreciation of the potential of learning technologies to enhance the experience of academic staff and students in a higher education setting.

Key internal stakeholders for this role to work with include the Group Learning and Teaching Team, Directors of Programmes, Award Leads, School Education Leads, Faculty, Product and Technology, and broader Group Education Service Teams. Key external relationships include a wide spectrum of university and apprenticeship regulators (e.g. Ofsted, QAA, OfS), professional bodies, and relevant statutory bodies and societies.

**Key Responsibilities**

* Provide a comprehensive staff support enquiry service for approved learning technologies via Teams and email. e.g., to receive, diagnose and resolve queries.
* Create appropriate technical support and guidance materials for staff and students in a range of formats including web, video, and audio.
* Contribute to training delivery and awareness sessions primarily for digital learning systems including creating relevant materials, scheduling, and administration.
* Communicate with colleagues regarding the features of approved learning technologies, promoting their use and supporting staff and student engagement
* Collect, analyse, interpret, and present service data and information for a range of audiences, particularly in support of quality assurance initiatives and annual reporting.
* Comply with all legislative requirements including accessibility, data protection, copyright, licensing and related University regulations and procedures.
* Work collaboratively with colleagues in Library and Student Association, IT Services, and other University departments and suppliers to achieve University and Group Education Services objectives.
* Digital Learning Standards: Have responsibility for delivering appropriate standards on the use of digital learning technologies by academic staff & students.
* Horizon Scanning: Assist in horizon scanning and sector benchmarking around digital learning technologies.
* Learner Experience Projects: Collaborate with stakeholders across the Group on learner experience enhancement projects.
* Perform from time to time other such duties as may be consistent with the post.

**Skills, experience & qualifications required - Essential**

* Bachelor’s Degree in a relevant field
* Excellent IT skills, and experience of enhancing and supporting customer facing software services
* Experience of writing guidance materials in a range of formats for diverse audiences e.g., web/HTML, audio, video
* Significant experience in supporting staff with digital learning technologies and their pedagogic use
* Experience with education technologies such as Panopto, Turnitin, Kahoot, and Office 365
* Excellent communication and advocacy skills, including the ability to communicate complex information to audiences with a mixed level of understanding in a clear logical manner using a range of formats.
* An ability to provide solution focused approaches that influence and lead change
* Commitment to the provision of high-quality services, including experience of monitoring service standards, maintaining service records, continuously improving systems and processes to enhance service quality, and encouraging and acting on feedback to provide a positive user experience
* Excellent organisation, problem solving and time management skills
* Appreciation of the importance of developing new skills, of keeping up to date with developments in the sector, and a willingness to assist in training new staff and mentoring colleagues
* Excellent attention to detail, with ability to prioritise tasks, work to deadlines, and see projects through to a successful outcome
* Ability to inspire colleagues to think broadly and value diverse perspectives
* High level of competence in the use of technology to enhance teaching, learning and assessment (including use of a VLE)
* Ability to gather, interpret and analyse data and metrics
* An ability to be resilient, working on own initiative and under pressure, within agreed timescales
* Ability to reflect on own skills and knowledge, and to seek opportunities to develop
* Commitment to BPP’s aim to challenge the educational status quo and inclusive working practices

**Skills, experience & qualifications required - Desirable**

* Master’s Degree in associated field (Education or Technology)
* Related professional qualification (CMALT, MIEE etc)
* Experience of analysing, interpreting, and presenting data to inform the planning and improvement of learner experience initiatives.

*BPP actively promotes equality of opportunity for all with the right mix of talent, skills and potential, and welcomes applications from a wide range of candidates.  BPP will select candidates for interview based on their skills, qualifications and experience. Please note that for those posts that are exempt from the Rehabilitation of Offenders Act 1974, the successful candidate will be required to undertake a DBS check in addition to BPP undertaking any necessary online searches. This is deemed appropriate and necessary from a safeguarding perspective, and in line with BPP’s safer recruitment practices.*