



Title: E-Learning (Systems) Developer

Responsible to: ICT Support Manager

Reporting to: ICT Support Manager

Grade: 7

Contract Status: Permanent

Hours of work: Full time - 37 hours per week

Date: 2nd October 2015

Role Summary:

- Lead the development and administration of the College VLE (Moodle)
- To actively promote and support the College's vision of an embedded e-learning environment
- Provide day to day technical support and advice for staff using the College's VLE - Moodle and other learning technologies.

Main duties

- Develop the key technical responsibility for the administration of Moodle at the server, making back-ups, documenting changes to the module/block set-up etc., to allow for streamlined upgrades at a later date.
- To perform daily administrative VLE functions and trouble shoot problems as required.
- Provide bespoke customisations / development to e-learning systems in line with College requirements.
- Assist the ICT Support Manager in directing the College strategic plan for future developments within Technology Enhanced Learning
- Develop Moodle at City College to include a full range of resources including streaming media development with interoperable functionality.

Role Context:

- Work within the context of the College's core values, code of conduct, quality requirements and continuous improvement ethos.
- Undertake their duties in accordance with College policy and procedures, particularly with respect to Human Resources policies and procedures, equality and diversity policies and procedures and the Corporation's Health and Safety at Work policies and procedures.
- Keep abreast of developments in their own area of expertise and undertake staff development opportunities where identified and approved, subject to funding.
- Abide by the Corporation's policy on the confidentiality of data stored electronically and by other means in line with the Data Protection Act.
- Evening and weekend work may be required.
- Work outside the College must not interfere with the effective delivery of your duties. Additional work requires approval by the Principal.
- Other supporting information can be found in the College application pack.

General:

- Understand personal responsibility to adhere to relevant College policies and procedures as they relate to safeguarding and implement these to ensure vigilance at all times.
- Present the College in the best light at all times and ensure that all areas of personal activity comply with standards laid down by the College and relevant outside agencies.
- Undertake professional development and training to contribute to individual and College development as agreed through the College Performance Appraisal Scheme process.
- Carry out all duties with due regard to Health and Safety Regulations.
- Ensure compliance with the Financial Regulations of the College.



- Positively promote equality of opportunity for staff and students
- Carry out other duties as may reasonably be required from time to time
- This role may require out of hours working from time to time

NOTES:

This job description is intended to provide a general guide to the duties and responsibilities of the post and aims to set this in the context of the framework within which the post holder is expected to operate.

This job description should not be viewed as a legal document not a set of conditions of service and it can be received at any time in light of the needs of City College.

Any amendments to the job description will be discussed with the line manager and post holder and subsequently confirmed in writing.

This job description is correct at 10/2015. It will be updated in consultation with the post holder as circumstances change.

PERSON SPECIFICATION: E-Learning (Systems) Developer

Criteria	Essential	Desirable	How Assessed
Qualifications			
A degree level qualification in web design / development or equivalent experience	✓		Application and Certificate
Trained in working with appropriate languages, including HTML / 5, PHP, MYSQL, CSS etc in connection with open source projects in an object oriented way.	✓		Application and Certificate
Experience			
Administrative experience of using / working with 'Moodle'	✓		Application and Interview
Recent technical support experience with web based systems using HTML, ASP, PHP	✓		Application and Interview
Experience or administering Windows based servers, MySQL and MSSQL	✓		Application and Interview
Experience of using version control software such as GIT		✓	Application and Interview
Experience of working in an education environment		✓	Application and Interview
Experience in supporting staff in a multi-disciplined environment		✓	Application and Interview
Skills and Competencies			
Ability to effectively prioritise and manage workload to ensure deadlines are met within a busy environment	✓		Interview
Excellent communication skills, both oral and written	✓		Application
Able to present ideas and communicate verbal information effectively	✓		Interview
Ability to produce statistics and reports	✓		Interview
Understanding of project management		✓	Interview
Knowledge of current Technology Enhanced Learning developments		✓	Interview
Attributes/attitudes			
Self-motivated and committed to high quality	✓		Interview
Outstanding customer service focus	✓		Interview
Flexibility and responsiveness to change	✓		Interview



Criteria	Essential	Desirable	How Assessed
Excellent team player	✓		Interview
Ability to work under own initiative	✓		Interview