



DEPARTMENT OF  
**COMPUTER  
SCIENCE**

University of Oxford Department of Computer Science

## Job description and selection criteria

<b>Job title</b>	Learning Technologist
<b>Division</b>	MPLS
<b>Department</b>	Computer Science
<b>Location</b>	Wolfson Building, Parks Road, Oxford
<b>Grade and salary</b>	Grade 7: Salary £33,309 - £40,927 p.a.
<b>Hours</b>	Full Time
<b>Contract type</b>	Fixed-term for two years in the first instance
<b>Reporting to</b>	IT Manager
<b>Vacancy reference</b>	155615

### The role

This is a fixed-term position to support the Department of Computer Science in embedding the new teaching and learning methods and technologies arising out of necessity due to the pandemic, and to support the strategic development of technology in the classroom and online course delivery in the future.

In relation to learning technologies and digital learning, you will be the primary point of contact for providing training, advice and support to faculty and staff in the Department of Computer Science.

In doing so you will work collaboratively with stakeholders such as the Head of Department, Director of Undergraduate Studies, Director of Graduate Studies, postgraduate taught course directors, Undergraduate and Graduate Administrators, individual course convenors, local Academic Office, local IT support, Centre for Teaching and Learning, and others involved in the delivery and support of teaching from both a technical and administrative perspective.

You will take a proactive, hands-on, and practical approach in helping to explore, evaluate, recommend, and introduce appropriate technologies for face-to-face, hybrid and remote teaching, liaising closely with academic and support staff to ensure that new and existing technologies function well for the Department courses and programmes.



In particular, you will be expected to explore and promote the use of technology in teaching and learning, to manage and optimise the use of technologies such as virtual whiteboards, PDF annotation software, Canvas, Moodle, Teams, Zoom, Panopto, websites, etc. in combination with onsite technologies such as the audio visual equipment, and to help the Department of Computer Science and support staff make full use of learning technologies.

You will work closely with the University's education and learning technology team, local IT support, and University IT Services in supporting, progressing and sharing best practice in relation to remote teaching, lecture capture and delivery, and other digital learning and learning technologies.

You will act as a central point of contact in helping teaching staff identify which devices and software best serve their own specific teaching needs and practices.

### **Responsibilities:**

The post holder will be expected to quickly acquire an understanding of the teaching rooms, equipment and technologies used in the Department of Computer Science. An on-site presence will be essential.

### **Supporting Users**

- Act as the primary contact point for the academic staff and support staff with queries over the use of learning technologies, and triage, forward, or escalate service requests and incidents about their operation to the IT Service Desk
- Lead discussions with course convenors and other academic staff in reviewing their requirements for using technology effectively
- Write and design training materials, adapting existing or externally sourced materials where appropriate, and give induction sessions and on-going training workshops to the Department of Computer Science and support staff
- Coach individual faculty and staff in the use and exploitation of relevant learning technologies and software, including virtual whiteboards, PDF annotation software, Teams, Zoom, Canvas, Panopto, and websites, both in a home or college environment, and in departmental facilities
- Organise and lead workshops, practice sessions, and other engaging development activities, for lecturers and teaching assistants
- Advise the IT Manager and the Head of Academic Administration in managing resources and prioritising efforts to make the best use of resources in relation to operational planning and budgeting
- Ensure that teaching resources and practices are inclusive for students and staff with disabilities
- Providing guidance to team members and allocating them tasks on a regular basis
- Provide consultative and project-based support, specialising in:
  - the use of technology for face-to-face, hybrid and fully online courses
  - the use of lecture capture technologies and delivery of recorded lectures

-the use of technology for widening access and participation, outreach activities and public engagement

### **Supporting the Delivery of Teaching**

- Support the use of teaching and learning technologies to faculty and staff, particularly for tutorials, classes, lectures, and seminars
- Coordinate and develop the migration of all courses to a VLE
- Direct and develop all lecture capture activity
- Support the Academic Office with administration of online exams and exam administration systems
- Provide advice and training on using virtual whiteboards, PDF annotation software, and other online tools relevant to teaching
- Maintain and create guides and instructional videos for online teaching, including the use of virtual whiteboards, PDF annotation software, and screen capture/lecture capture methods
- Keep the key stakeholders informed of best practices for online teaching, specific to the software and services used by academic and support staff
- Participate in the relevant committees to better understand the needs of students and teaching staff related to learning and teaching

### **Developing the Use of Technology**

- Develop workflows and guides for pre-recording lectures
- Inform and implement the strategy on the use of teaching and learning technology, exploring possible solutions, assessing the advantages and disadvantages of each and communicating these in clear terms to the Department of Computer Science, in coordination with Student Administration and local IT Support
- Provide regular reports, metrics and commentary on support and consultation activities to guide strategic planning
- Act as a professional link between academic staff and the Centre for Teaching and Learning, Academic Administration, local IT Support, and other teams throughout the University, particularly with regard to the development of the VLE and Learning Technology platform(s)
- Work with academic staff, Academic Administration, the local IT Support team, and external experts to help evaluate the effective use of technology both for professional and pedagogical purposes
- Keep abreast of new technological developments in the field; test and evaluate products and suppliers in coordination with local IT Support, and engage in continuing professional development

- Identify opportunities for the better integration of technologies in order to improve student and staff experience
- Ensure that any solutions comply with Information Security and Data Protection policies and regulations

### **General**

- Undertake such other duties as are reasonably required by your line manager.

## **Selection Criteria**

Applicants will be judged against the following selection criteria. Please note that these are not ranked in any particular order.

### **Essential**

- You will be educated to degree level, and have an accreditation, qualification or evidence of formal training in education/e-learning
- You have demonstrated ability to support the use of technology for teaching and learning in a Higher Education environment
- You will have significant demonstrable experience of supporting the use of digital learning platforms equivalent to Zoom, Teams, Moodle, Canvas, Panopto, and other learning technologies to enhance teaching and learning and the student experience, as well as a good understanding of accessibility, copyright and usability issues in this context
- You will possess highly effective interpersonal skills, and the ability to interact effectively with people with a variety of levels of technical expertise
- You are familiar with LaTeX, PDF presentation software, and PDF annotation software; you are skilled in using Microsoft Office, including OneNote and PowerPoint in an academic environment
- You will have experience of developing frameworks and approaches to support, develop, and enhance the use of technology in learning and teaching
- You will have an awareness of the issues influencing learning and teaching within Higher Education
- You will have an ability to plan and prioritise effectively in order to meet deadlines
- You have demonstrable team working skills combined with the ability to work independently, on one's own initiative
- You have excellent verbal and written communication skills and good presentation skills; including the ability to communicate effectively with academics, administrators and students, both orally and in writing
- You can pre-emptively anticipate teaching requirements of academic staff and deliver easy-to-use, reliable tech solutions

## **Desirable**

- You will have experience of teaching in the higher education sector
- You will have an understanding of the impact of the teaching space on teaching and learning, and what constitutes best practice in the application of technology to teaching spaces
- You are familiar with a range of audio-visual hardware solutions in a teaching environment
- You are familiar with diverse Operating System platforms such as Windows, macOS, and Linux

## **Pre-employment screening**

All offers of employment are made subject to standard pre-employment screening, as applicable to the post.

If you are offered the post, you will be asked to provide proof of your right-to-work, your identity, and we will contact the referees you have nominated. You will also be asked to complete a health declaration (so that you can tell us about any health conditions or disabilities so that we can discuss appropriate adjustments with you), and a declaration of any unspent criminal convictions.

We advise all applicants to read the candidate notes on the University's pre-employment screening procedures, found at:

[www.ox.ac.uk/about/jobs/preemploymentscreening/](http://www.ox.ac.uk/about/jobs/preemploymentscreening/).

## **About the University of Oxford**

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities. Income from external research contracts in 2016/17 exceeded £564m and we rank first in the UK for university spin-outs, with more than 130 companies created to date. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information please visit: [www.ox.ac.uk/about/organisation](http://www.ox.ac.uk/about/organisation)

## Department of Computer Science

The Department of Computer Science was established in 1957, making it one of the longest-established Computer Science departments in the country. It is one of the UK's leading Computer Science Departments (ranked first in a number of international rankings). The UK Research Excellence Framework (REF) in December 2014 resulted in 74 members of the Department having 53% of their research activity ranked in the top category of 4\* (world-leading). Overall, we received an average of 3.34 across the Department (3\* being internationally excellent). A significant majority of the Department are active in externally sponsored research, with both government and industrial funding. At present, there are 69 members of academic staff and almost 100 research staff.

The Department has close links with government, industry, and other departments within the University. Among the latter are Mathematics, Engineering, Physics, Statistics and a number of life sciences departments. The Department is housed across multiple sites within the University's South Parks Road Science Area, facilitating strong collaborative links with research groups and institutes in closely allied areas (including the Oxford Internet Institute and the Oxford e-Research Centre). This is an essentially interdisciplinary activity which is at present attracting major funding from a number of sources. At present, the Department holds over £50m in external research contracts.

Research in the Department is currently managed in ten themes:

- *Algorithms & Complexity Theory* focusses on determining the inherent difficulty of computational problems, classifying problems according to this inherent difficulty, and designing and analysing algorithms that use computational resources as efficiently as possible;
- *Artificial Intelligence & Machine Learning* focuses on theoretical foundations, multiagent systems, deep learning and computational linguistics;
- *Automated Verification* investigates theory and practice of formal verification and correct-by-construction synthesis for software and hardware systems;
- *Computational Biology & Health Informatics* is concerned with computational approaches for biomedical research and healthcare innovation;
- *Cyber-Physical Systems* is focusing on intelligent and autonomous sensor systems with applications in positioning, healthcare, environmental monitoring and smart cities;
- *Foundations, Structures and Quantum* embraces interdisciplinary research, and has a particular interest in structural foundations of quantum computation;
- *Human-Centred Computing* covers human-computer interaction, social computing and world-wide web;
- *Data and Knowledge* covers databases, knowledge representation and reasoning;
- *Programming Languages* covers functional programming, program analysis, and programming language foundations;
- *Security* specialises in cybersecurity, protocol analysis, systems security, trusted computing, human-centred security, and networking.

For more information please visit: <http://www.cs.ox.ac.uk/> .

## **The Mathematical, Physical, and Life Sciences Division (MPLS)**

The Mathematical, Physical, and Life Sciences (MPLS) Division is one of the four academic divisions of the University. Oxford is widely recognised as one of the world's leading science universities. The disciplines within the MPLS Division regularly appear at the highest levels in world rankings. In the results of the six-yearly UK-wide assessment of university research, REF2014, the MPLS division received the highest overall grade point average (GPA) and the highest GPA for outputs. We received the highest proportion of 4\* outputs, and the highest proportion of 4\* activity overall. More than 50 per cent of MPLS activity was assessed as world leading.

The MPLS Division's 10 departments and 3 interdisciplinary units span the full spectrum of the mathematical, computational, physical, engineering and life sciences, and undertake both fundamental research and cutting-edge applied work. Our research addresses major societal and technological challenges and is increasingly focused on key interdisciplinary issues. We collaborate closely with colleagues in Oxford across the medical sciences, social sciences and humanities, and with other universities, research organisations and industrial partners across the globe in pursuit of innovative research geared to address critical and fundamental scientific questions.

MPLS is proud to be the home of some of the most creative and innovative scientific thinkers and leaders working in academe. Our senior researchers have been awarded some of the most significant scientific honours (including Nobel prizes and prestigious titles such as FRS and FR.Eng) and we have a strong tradition of attracting and nurturing the very best early career researchers who regularly secure prestigious fellowships. The Division is also the proud holder of eight Athena Swan Awards (4 Silver and 4 Bronze) illustrating our commitment to ensure good practice and to encourage women in science at all levels in the division.

We have around 6,000 students and play a major role in training the next generation of leading scientists. Oxford's international reputation for excellence in teaching is reflected in its position at the top of the major league tables and subject assessments. MPLS academics educate students of high academic merit and potential from all over the world. Through a mixture of lectures, practical work and the distinctive college tutorial system, students develop their ability to solve major mathematical, scientific and engineering problems.

MPLS is dedicated to bringing the wonder and potential of science to the attention of audiences far beyond the world of academia. We have a strong commitment to supporting public engagement in science through initiatives including the Oxford Sparks portal (<http://www.oxfordsparks.net/>) and a large variety of outreach activities; these are crucial activities given so many societal and technological issues demand an understanding of the science that underpins them. We also endeavour to bring the potential of our scientific efforts forward for practical and beneficial application to the real world and our desire is to link our best scientific minds with industry and public policy makers.

For more information about the MPLS division, please visit: <http://www.mpls.ox.ac.uk/>.

### **How to apply**

Before submitting an application, you may find it helpful to read the 'Tips on applying for a job at the University of Oxford' document, at [www.ox.ac.uk/about/jobs/supportandtechnical/](http://www.ox.ac.uk/about/jobs/supportandtechnical/).

If you would like to apply, click on the **Apply Now** button on the 'Job Details' page and follow the on-screen instructions to register as a new user or log-in if you have applied previously. Please provide details of three referees and indicate whether we can contact them now.

You will also be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** on the closing date stated in the online advertisement.

#### **Information for priority candidates**

*A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).*

*If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).*

Should you experience any difficulties using the online application system, please email [recruitment.support@admin.ox.ac.uk](mailto:recruitment.support@admin.ox.ac.uk). Further help and support is available from [www.ox.ac.uk/about the university/jobs/support/](http://www.ox.ac.uk/about_the_university/jobs/support/). To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://www.recruit.ox.ac.uk).

Please note that you will receive an automated email from our e-recruitment system to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

## **Important information for candidates**

### **Data Privacy**

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at:

[www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/](http://www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/). The University's Policy on Data Protection is available at:  
[www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/](http://www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/).

### **The University's policy on retirement**

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. The University has adopted an EJRA of 30 September before the 69<sup>th</sup> birthday for all academic and academic-related staff in posts at **grade 8 and above**. The justification for this is explained at:



[www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/](http://www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/) .

For **existing** employees, any employment beyond the retirement age is subject to approval through the procedures:

[www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/](http://www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/).

There is no normal or fixed age at which staff in posts at **grades 1–7** have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

## **Equality of Opportunity**

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

# Benefits of working at the University

## Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See [www.admin.ox.ac.uk/personnel/staffinfo/benefits](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits).

## University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See [www.club.ox.ac.uk](http://www.club.ox.ac.uk) and [www.sport.ox.ac.uk/oxford-university-sports-facilities](http://www.sport.ox.ac.uk/oxford-university-sports-facilities).

## Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See [www.welcome.ox.ac.uk](http://www.welcome.ox.ac.uk). There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See [www.admin.ox.ac.uk/personnel/permits/reimburse&loanscheme/](http://www.admin.ox.ac.uk/personnel/permits/reimburse&loanscheme/).

## Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to My Family Care, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See [www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/).

## Childcare

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries. For full details, including how to apply and the costs, see [www.admin.ox.ac.uk/childcare/](http://www.admin.ox.ac.uk/childcare/).

## Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see [www.admin.ox.ac.uk/eop/disab/staff](http://www.admin.ox.ac.uk/eop/disab/staff).

## Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at [www.admin.ox.ac.uk/eop/inpractice/networks/](http://www.admin.ox.ac.uk/eop/inpractice/networks/).

## The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See [www.newcomers.ox.ac.uk](http://www.newcomers.ox.ac.uk).