

**Title of Post:** Educational Technologist

**Grade:** 4

**Reports to:** Director of Finance & Corporate Services

**Job Function:** As a member of the ICT team in the IPA, the Educational Technologist will work alongside lecturers, trainers, associates, administrative, and technical colleagues in the support and development of the online resources the IPA needs to deliver its education and training courses and services. Working as part of a small team, the post holder will be expected to be enthusiastic, innovative, and self-motivating in responding to the requirements of what is a challenging and exciting post. The position, aside from strong technical skills, requires both formal and informal leadership abilities and well-developed skills in relationship building and time management.

### **General Responsibilities**

- To support IPA staff and associates in the use of current online delivery tools and assist in the development of the online material that the IPA uses to deliver its wide range of third level and training programmes.
- To develop and help implement any new technologies, tools, and approaches that will further enhance the Institute's online delivery of courses and services.
- To support students and clients in accessing material through online delivery platforms, including the creation/deletion of user accounts, reviewing/configuring platform settings, and troubleshooting access problems.
- To promote the continuous development of staff and associates to leverage the full functionality of adopted online delivery tools.

### **Main Duties:**

- To offer comprehensive assistance to staff as they deliver online training and education online in the form of live or non-live lectures, webinars, training courses or presentations. Such assistance will take place both at the Institute (where events will be delivered both on weekdays and on selected weekends) and remotely where associate staff are creating content from home.
- To be the primary support contact for staff, students, clients and associates for issues relating to the delivery of IPA online material.
- To ensure that the Institute's online delivery tools and infrastructure are configured to leverage their full potential to meet the requirements of the IPA's online delivery model.
- To support the integrated delivery of online training and education, enabling the various components of programmes – whether of short or long duration – to function and meet the needs of IPA clients and students.
- To research, identify and coordinate the implementation of new systems, processes and practices that will enhance the IPA's online training and education services.
- To promote and enable digital literacy among staff, specifically around digital course delivery, content production, and incorporating technology into teaching.
- To create and deliver training programs/sessions/workshops to educate faculty, staff, and students to ensure technical competence with relevant technologies.
- To develop a learning metric framework that tracks quantifiable measures used to assess the results of IPA online effectiveness, and report on same
- Any other such duties as may be required from time to time as directed by the Director of Finance & Corporate Services.

**Person Specification/experience:**

The successful candidate must have, as a minimum, an honours degree (level 8 on the National Framework of Qualifications) or equivalent level in a relevant discipline(s) OR at least three years' experience in a clearly related role.

**Experience and Competencies**

- Considerable knowledge and understanding of learning management systems (LMS), video creation, and web-conferencing software, preferably Moodle, Panopto, and MS Teams.
- Very strong inter-personal and communications skills, with experience in training and advising colleagues around various aspects of online content and delivery.
- Experience of working within a technical support environment.
- Experience in the development of online higher education/training programmes.
- Instructional design experience.
- Experience in lecture capture, screencasts, and webcasts.
- Comprehensive understanding of the main system, software, and hardware components of online learning and very strong general ICT skills.
- Project coordination or management experience in this or a related area.
- Strong organisational, troubleshooting, and research skills.
- Experience in the development and presentation of learning content and course authoring software.
- Ability to work with subject matter experts to assist them in engaging with the eLearning process and in the best way to organise and present their material.
- Ability to align the Institute's eLearning activities with strategic development opportunities.
- Willingness to work flexible hours, including evenings and weekends.

**General Conditions**

The position is full time and will be filled on a 1 year contract . The salary scale for this position ranges from €34,863 to €55,613 (including two long service increments) per annum pro rata.

Closing date for receipt of application is **Tuesday 11 August 2020 by close of business.**

Please email, by the deadline, a curriculum vitae clearly stating the title of the post applied for and covering letter stating how you meet the requirements of the role to [recruit@ipa.ie](mailto:recruit@ipa.ie)

July 2020