

**JOB TITLE:           LEARNING TECHNOLOGIST (FIXED TERM)**

**REPORTS TO:        LEAD, CAPACITY BUILDING & EDUCATION**

#### Background

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The Cambridge Centre for Alternative Finance (CCAF) is a multi-disciplinary research institute established within Cambridge Judge Business School (CJBS), University of Cambridge. The CCAF is an internationally renowned centre of excellence, noted for its pioneering market and regulatory research in alternative finance.

In addition to its research, the Centre has developed leading initiatives in the regulation of alternative finance, including digital tools and capacity building and education programmes. These focus on providing an evidence-base for policymakers and regulators in order to make more informed decisions on alternative finance/fintech.

The Centre works in collaboration with over 150 regulators, central banks, international standard-setting bodies, and other development partners. This includes the UK Financial Conduct Authority, the Inter-American Development Bank, the Organisation for Economic Co-operation and Development (OECD), the Asian Development Bank Institute, the UK Foreign, Commonwealth and Development Office (FCDO), and the World Bank.

#### The role

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The learning technologist works in partnership with students and staff to deliver digital enhancements to the educational provision and student experience provided by the Capacity Building and Education team (CB&E) at CCAF. The role holder will act as the first point of contact for the delivery of digital educational tools for the CB&E team.

The role holder will:

- contribute to projects
- provide support, expert guidance and training for a range of tools, pedagogic practices and digital capabilities
- investigate, promote, and disseminate effective digital education approaches within CB&E
- help to inspire and foster innovation
- act as archivist for CB&E digital materials and advise on their use.

#### **Main responsibilities**

- Promote, support, and develop technology to deliver all learning and capacity building activities across the CCAF and in line with the CB&E strategic priorities.

- Communicate both verbally and in writing technical information on CB&E activities to students, staff and other interested parties. The role holder will be required to conduct briefing sessions and contribute to writing guidance material on the use of Moodle virtual learning environment (VLE) forums. Some of this information is complex and technical and requires specialist knowledge.
- Create strong working relationships with the CB&E team, tutors, teaching associates and CCAF staff, provide advice, guidance, and technical support on using the team's various systems with particular focus on the Moodle, VLE, Zoom and Slack.
- Contribute significantly to the effectiveness of the CB&E team's ability to deliver courses to students.
- Support the delivery of programmes the role holder will design and deliver a range of training opportunities for CCAF staff and programme participants on the use of online tutorials and web-based resources.
- Work collaboratively with subject matter experts to design and develop online learning resources with a particular focus on the use of Moodle and other relevant learning platforms. Participate in working groups to offer technical expertise and guidance when designing new learning resources.
- Contribute to team projects such as the delivery of the online supotech, Cambridge fintech and Regulatory Innovation programmes and support CCAF senior members of staff in delivering research dissemination and other CCAF webinars on the Regulatory Knowledge Exchange Platform when required.
- Use specialist knowledge to advice and put forward recommendations to support informed decision making.
- Liaise with colleagues across other departments to ensure all are kept up to date on learning technology-related developments.
- Carry out research on the latest learning technologies and participate in the wider CCAF community to make recommendations on using technology to enhance learning.
- The role holder will gather, analyse and interpret data and information and present/report on finding.
- Promote best practice in the use of technology in the provision of all learning and capacity building activities.
- Regularly required to use initiative, creativity and judgement to resolve problems and promote best practice.

#### The person

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The ideal candidate should have the following qualities, skills and attributes. You are asked to demonstrate how your own experience meets these requirements in the 'suitability for the role' section of the online application form:

- Educated to degree level/Level 6 vocational qualification or equivalent level of practical experience.
- Enthusiasm, knowledge and experience of using and supporting technology in an educational setting.
- Experience of working with a VLE or other enterprise level digital learning environment, including for assessment and feedback.
- Experience of designing and delivering staff development, online and/or face-to-face.

- Experience of creating and maintaining accessible and usable web pages.
- Proven experience of developing relationships with a variety of stakeholders and staff at different level.
- Planning and organisational skills.
- Knowledge of pedagogy including online and blended learning.
- Experience of working in educational technology in further or Higher Education.
- Experience of undertaking research and/or evaluation of technology enhanced learning (TEL) projects.
- Graphic design skills.
- Experience of organising events.
- Presentation skills.
- Ability to meet deadlines, work independently and as part of a team, and to manage own workload.
- Negotiation and influencing skills.

### Benefits

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This is a full-time position working 36.5 hours per week. There will be a six-month probationary period. Holiday entitlement is 28 days per annum plus eight days of public holidays. The salary will be in the range £ 29,614 - £35,326 per annum.

This is a fixed term post until 31 July 2022.

The full incremental salary range for the position is advertised in order to demonstrate the progression for the Grade. In the majority of cases appointments will be made at the Grade minimum; only in very specific exceptional circumstances can a higher salary be offered.

The University of Cambridge comprises more than 150 departments, faculties, schools and other institutions, plus a central administration and 31 independent and autonomous Colleges. It is one of the world's oldest and most successful universities, with an outstanding reputation for academic achievement and research.

With excellent benefits, extensive learning opportunities and a stimulating and attractive environment, the University of Cambridge is a great place to work. Our employees are eligible for a wide range of competitive benefits and services. We give them access to numerous discounts on shopping, health care, financial services and public transport. We also offer final salary pensions and tax-efficient bicycle and car lease schemes.

We have two nurseries and a holiday play scheme to help support those with childcare responsibilities and we offer various types of family-friendly leave to aid employees' work-life balance. In addition we operate a number of initiatives to promote career development, health and well-being.

Further details can be found at [www.admin.cam.ac.uk/offices/hr/staff/benefits](http://www.admin.cam.ac.uk/offices/hr/staff/benefits). There is also a range of information about living and working in Cambridge at [www.jobs.cam.ac.uk](http://www.jobs.cam.ac.uk).

### Application arrangements

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To submit an application for this vacancy, please search for this position on the University's Job Opportunities website at [www.jobs.cam.ac.uk](http://www.jobs.cam.ac.uk) and click on the "Apply online" button at the bottom of

the relevant job description. This will route you to the University's Web Recruitment System, where you will need to register an account (if you have not already) and log in before completing the online application form.

**The closing date for applications is 8 December 2021.**

Applicants are required to provide details of two referees. These will not be contacted unless the applicant is shortlisted.

Equality of opportunity at the University

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The University of Cambridge is committed to a proactive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture and values diversity. Entry into employment with the University is determined by personal merit and by the application of criteria required for the post. No applicant for an appointment or member of staff will be treated less favourably than another on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability (including HIV status), sexual orientation, religion, age or socio-economic factors.

The University has various diversity networks which help it to progress equality; these include the Women's Staff Network, the Disabled Staff Network, the Black and Minority Ethnic Staff Network and the Lesbian, Gay, Bisexual and Transgender Staff Network. In addition, the University was ranked in the top 100 employers for lesbian, gay and bisexual (LGB) staff in Stonewall's Workplace Equality Index 2013.

Information if you have a disability

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The University welcomes applications from individuals with disabilities and is committed to ensuring fair treatment throughout the recruitment process. Adjustments will be made, wherever reasonable to do so, to enable applicants to compete to the best of their ability and, if successful, to assist them during their employment.

We encourage applicants to declare their disabilities in order that any special arrangements, particularly for the selection process, can be accommodated. Applicants or employees can declare a disability at any time.

Applicants wishing to discuss any special arrangements connected with their disability can, at any point in the recruitment process, contact a member of Cambridge Judge Business School's HR team who are responsible for recruitment to this position, on (01223) 768497 or by email on [hr@jbs.cam.ac.uk](mailto:hr@jbs.cam.ac.uk). Alternatively, applicants can contact the HR Business Manager responsible for the department they are applying to via [hrenquiries@admin.cam.ac.uk](mailto:hrenquiries@admin.cam.ac.uk).