NORTHERN
Regional College **nrc**

Appointment of Learning Technology Assistant (2563)
Ballymena

Guide for Applicants

Foreword

Dear Candidate,

Thank you for your interest in working with Northern Regional College.

This Guide for Applicants contains the information required to help you complete your application. Please read all of the contents thoroughly so that you are fully aware of the requirements of the Post, and the College policies and protocols in relation to Recruitment and Selection, Equality, Vetting, and Appointment.

Further information about the College can be found on our website: www.nrc.ac.uk

Yours sincerely,

Terri Scott
Principal and Chief Executive

1. Northern Regional College Profile

Northern Regional College was established in 2007 following the merger of the Causeway, East Antrim and North East Institutes of Further and Higher Education. We are the main provider of Further Education across four of new council areas, serving 25% of Northern Ireland's population. The College employs over 900 staff and had more than 18,000 enrolments during 2014/15 in over 700 further education and higher education programmes and training contracts. The full-time provision is delivered at our main campuses in Ballymena, Ballymoney, Coleraine, Magherafelt and Newtownabbey with part-time and community based provision offered at more than 30 other locations.

Further information on the College may be found at: www.nrc.ac.uk

2. Vision, Mission, and Values

Our agreed Vision, Mission and Values are set out below:

Vision

> *"NRC will be an outstanding provider of training and further and higher education, focused on the needs of the modern economy."*

Mission

> *"NRC will provide learners with a life-changing, supportive and innovative experience, which will equip them with the skills to compete successfully in the global employment market and meet the needs of local industry and employers."*

Values

Student Focused	Putting the student first in all we do.
Innovation	Challenging ourselves to be innovative and drive continuous improvement.
Collaboration	Engaging proactively with internal and external partners to achieve joint goals.
Inclusiveness	Promoting equality, diversity, transparency and opportunity.
Sustainability	Focusing on the long-term future of our College.
Development	Committing to ongoing development of our staff.

3. Job Description

Role: Learning Technology Assistant

Job Purpose: The job holder will provide technical expertise and support to the users of the wide range of services, technology and applications provided by the Digital Learning Team. They will play a key role in assisting staff in creating quality digital learning resources and will have the opportunity to develop their creative and technical skills. This will require working closely with the Digital Learning Team, academic staff and students to develop digital learning solutions that meet specific educational requirements. The job holder will take a proactive role in supporting staff and helping to manage the College's learning technology systems.

Responsibilities/Duties:

This role is to develop solutions and provide support to other team members and curriculum staff. The main duties and responsibilities include:

- To deliver outstanding customer service by supporting staff in the production of innovative learning resources and assisting in the review and testing of learning technologies.
- To identify where staff require instructional design support and liaise with the Digital Learning Technologist and Coach to provide the necessary training.
- To work with teaching staff in the design and development of interactive learning resources which meet specified learning objectives.
- To advise staff on how technology can be used to improve the accessibility of teaching and learning resources.
- To provide end-user support for learning technologies and identify common issues and make recommendations for how these could be addressed through guidance or training.
- To assist in the maintenance of the College's Digital Learning Environment (DLE) and other learning technology systems including e-portfolio platforms.
- To assist in the integration of the DLE with the new Learning Management System (LMS), providing training and support for staff where necessary.
- To design and deliver professional development sessions and facilitate training workshops, webinars and drop-in sessions for staff on specific issues or how to use specific technologies.
- To design, develop and maintain training resources and user guides in a variety of formats including online training and screencasts.
- To supervise placement students, providing training and quality assuring content they produce.
- Design training resources and deliver workshops for students on learning technologies including the DLE, Lynda.com and Learning Assistant.
- To monitor the usage of the DLE and other learning technology systems.
- To provide administrative support to the Digital Learning Team including the analysis of data and production of reports.

- To review and report on innovative learning technologies including game-based learning and social media sites.
- To engage with external organisations, such as Jisc and ALT, to stay informed of developments in learning technology and promote the work of the Digital Learning Team both inside and outside the College.

NB: This is not a complete statement of all duties and responsibilities for this post. The post- holder may be required to carry out other duties in keeping with the nature of the post as directed by and agreed with, the Principal and the Governing Body.

Duties may change as the College develops, therefore the person appointed will be expected to be flexible in relation to duties performed, subject to consultation.

Location may be changed subject to the requirements of the College.

The post-holder will report to the Digital Learning Technologist and Coach and will also receive operational supervision from the Content and Access Manager.

All staff have an obligation to comply with the statutory duties relating to
Section 75 of the Northern Ireland Act 1998
and will be required to contribute to the implementation of
the College's Equality Scheme drawn up in accordance with this legislation.

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4. Personnel Specification

Applicants must meet the following Eligibility and Essential criteria by the closing date for applications but are only required to demonstrate how they meet the Eligibility criteria on the application form.

Eligibility Criteria	Essential/ Desirable	How Assessed
Qualifications		
Undergraduate degree or predicted grade if graduating in July 2018; in Computing or a relevant subject with a significant Computing component.	E	Application form/ Certificates
ECDL or equivalent IT qualification	D	
Experience		
A minimum of one year's experience of working in a digital learning role to include: • Using and working with a major DLE, such as Moodle. • Using Microsoft Office and SharePoint. • Using multimedia tools to create videos, screencasts and animations. • Delivering training in learning technologies and providing technical support.	E	Application form
Knowledge of programming languages such as HTML or JavaScript.	D	
Experience of creating interactive training resources using Adobe Captivate or Articulate Storyline.	D	
Other Requirements		
Willingness to travel away from College, including reasonable, short-term international travel if and when required.	E	Selection process and interview
Ability to travel between NRC sites and to external events.	E	

Essential Criteria	Essential/ Desirable	How Assessed
Competencies		
Interpersonal effectiveness: ability to communicate effectively orally and in writing, and to present and facilitate workshops and team meetings, as well as one-to-one coaching.	E	Interview
Customer-focused: ability to provide an excellent student and staff experience with a customer-focused approach.	E	
Developing self: ability to reflect on and identify own learning needs, and committed to learning new skills and keeping up-to-date with new digital learning technologies.	E	
Developing others: ability to facilitate and support high quality learning and continually enhancing the learner experience to enable staff to operate independently.	E	
Planning and delivering: ability to work to tight deadlines and prioritising where appropriate while ensuring quality is maintained and continuously improved.	E	

4. Terms of Appointment

- This is a fixed-term post for 36 months.
- The salary scale for this post is £23,398-27,668.
- The successful applicant will normally be placed at the bottom point of the salary scale on appointment.
- Whilst the post-holder will initially be assigned to a designated base, there will be a requirement to travel to other campuses and beyond according to the needs of the post.
- The College reserves the right to change the designated base to meet with operational needs in the future.

5.   Recruitment and Selection Process

How to apply
To apply please email a completed application form to jobs@nrc.ac.uk

The closing date for applications is **Friday 22 June 2018 at 1pm**. Please note the onus is on the applicant to ensure applications are received by HR by the specified date and time.

Application is by completion of application form - CVs will not be accepted.

Applicants with a disability who require assistance will be facilitated upon request. Applicants who wish to receive an information pack in accessible formats are requested to advise Human Resources of their requirements as promptly as possible, allowing for the fact that the closing date for receipt remains the same for all applicants as noted above.

Equal Opportunities Monitoring
The Northern Regional College monitors applications for employment in terms of community background, sex, marital status, political opinion, racial group, disability, sexual orientation and family status.

You should note that this information is regarded as part of your application and failure to complete fully and return this part of your application may result in disqualification. The use and confidentiality of community background information is protected by the Fair Employment and Treatment (Northern Ireland) order 1998. It will be used only for monitoring, investigations or proceedings under the requirements of the above legislation.

Application Form
Applicants must clearly and fully demonstrate on their application form how they meet the essential and desirable criteria. The Northern Regional College may decide to interview only those applicants who appear, from the information they have provided on their application form, to be most suitable in terms of relevant experience and ability. It is essential therefore, that applicants fully describe on the application form how they meet each of the criteria for the role.

In the event of an excessive number of applicants the College reserves the right to move to desirable criteria.

Shortlist
After the closing date, the first stage in the selection process will be to conduct a shortlisting exercise. Applicants who have not fully demonstrated on their application form how they meet each of the criteria will not be progressed to the next stage of the process.

The Northern Regional College will shortlist solely on the information provided by the applicant on the application form. Members of the shortlisting panel will not make

assumptions or take into consideration information known to them personally about any applicant.

Selection and Interview
Following the shortlisting exercise, a selection panel will form the next stage of the selection process. This will consist of a competency based interview against the essential criteria for the role. It is intended that the interviews will take place during June 2018.

Interviews will not be rescheduled to accommodate applicants who are unable to attend on the agreed date due to reasons such as holidays, as selection processes are normally completed on the day of interview.

If an applicant fails to present himself or herself for interview, it will be deemed that they have withdrawn from the selection process.

Applicants will be asked at interview to sign application forms which have been submitted via email.

Applicants attending interview are required to bring with them photographic identification. After the selection process, this documentation will only be retained for the successful applicant.

Notification of Successful Applicants
Selection panels **recommend** applicants for appointment. Applicants are advised that a **recommendation for appointment** is not an offer of employment and it must not be treated as such.

Offer of Employment: Appointment Verification
An applicant is deemed to have been offered the post only upon receipt of a formal written offer of employment from Human Resources Department, Northern Regional College.

A **formal written offer of employment** from the College, confirming a start date, will only be issued once the following have been received:

- The successful applicant's formal acceptance of the selection panel recommendation for appointment

- A satisfactory outcome to all elements of the College's vetting process, including Access NI Enhanced Disclosure Certificate.

Please note that successful candidates are required to pay the administration fee for the completion of the Access NI Enhanced Disclosure Certificate (which is currently £33).

The College vetting policy may be found on the College intranet at http://staff.nrc.ac.uk/policy-procedures/Pages/default.aspx

Further information on Enhanced Disclosure Certificates may be found at: http://www.nidirect.gov.uk

Keeping of Records
All applicant records are kept in accordance with the Data Protection Act. Records are kept to fulfil our statutory obligation to submit an annual monitoring review under fair employment legislation.

Equality monitoring forms are separated from the application form, and retained on file for one year. The equality monitoring form does not hold information that could reveal identity. All other documents relating to applicants who were not appointed are destroyed securely.

Should you be appointed to this post, your applicant records (with the exception of the equality monitoring form) will be transferred to your Employee Personnel file.

Equality and Diversity
The College is designated as a public authority for the purposes of the Northern Ireland Act. This Act makes it incumbent upon us as an organisation to comply with the Act and in particular with section 75 of the Act.

Section 75(1) of the Northern Ireland Act (1998) states that it is now the statutory duty of public authorities to have:

'due regard to the need to promote equality of opportunity between persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation, between men and women generally, and between persons with dependants and persons without.'

As part of our commitment to Section 75, Northern Regional College promotes equality of opportunity in all of its activities. All staff are required to comply with the principles of the Equality Scheme and provide a supportive, fair, inclusive and welcoming environment free from any form of discrimination or harassment.

As part of our duty under Section 75, all staff will receive awareness training on Section 75 and follow-up training. As part of its implementation of this statutory duty, the College deems it mandatory for all College staff to participate in the awareness training and in subsequent training sessions.

Further Information
Should you have any further queries about this selection process, please contact Claire Gardner on 028 2566 4231.