

NORTHERN

Regional College 

Appointment of Student Placement – Learning Technology x 2 (2446) Ballymena

Guide for Applicants



ballymena ballymoney coleraine larne magherafelt newtownabbey

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,

A handwritten signature in black ink, appearing to read 'Terri Scott', with a stylized flourish at the end.

Terri Scott
Principal and Chief Executive

1. Job Description

Role: Student Placement – Learning Technology

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 Head of Digital Learning and 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:

With coaching, mentoring and training the job holder will be enabled to:

- Support staff in the production of innovative learning resources
- Provide end-user support for learning technologies
- Assist in the maintenance of the College's Digital Learning Environment (DLE) and other learning technology systems
- Assist in the review and testing of learning resources
- Work with the Digital Learning Team to develop training resources and user guides
- Provide administrative support to the Digital Learning Team
- Review and report on innovative learning technologies including game-based learning and social media sites

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.

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.

2. Person Specification

Applicants must meet the following eligibility 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

- Currently studying for a third level qualification with a significant component of Computing, IT or Creative Media
- Experience of using Microsoft Office and/or the Adobe Creative Suite
- Experience of using multimedia technology and tools (video, audio)

Desirable Criteria

- An IT or Computing qualification, such as ECDL, GCSE or A-Level
- Knowledge of programming languages, such as HTML, Javascript, CSS
- Experience of using a learning management system

Essential Criteria

- A high level of IT literacy and excellent written and oral communication skills
- An understanding of how technology can be used to improve and transform the way we learn
- Ability to work on own initiative and as part of a team
- Strong organisational and time-management skills and the ability to prioritise workload

4. Terms of Appointment

- This is a temporary post until 31st August 2018.
- The salary scale for this post is £14,514 - £14,771 pro-rata.
- 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 21st July 2017. Please note the onus is on the applicant to ensure applications are received by HR by the specified date.

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 August 2017.

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

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.

An offer of employment to this post will be made to the successful applicant subject to:

- 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.

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.