



Association for Learning Technology (ALT)

Date last reviewed: 6/11/2008

Department: N/A

Title of post: Director of Development

Grade of post: 11

Post number: 16279

FT or % P/T: FT

Permanent or Temporary: Permanent

Principal location of work: ALT Office in Oxford

Immediate line manager: ALT Chief Executive

Staff managed: Publications Officer (Web and Print)

Overall purpose of post

Within an overall framework defined by ALT's three year strategy, its income targets, and its budget, to lead ALT's effort to develop learning technology as a discipline, with a particular focus on: learning technology projects; the annual international ALT conference; research; ALT's printed and web-based publications; and ALT's certified membership scheme. To be an active member of the ALT's senior management team and to contribute to strategic and operational management in all areas of the Association.

Main duties

Learning technology projects

1. Research and write peer-reviewed funding bids, project proposals, and proposals for research grants
2. Manage learning technology project teams, and lead learning technology projects to a successful conclusion
3. Lead on the design and implementation of research methodologies within ALT learning technology projects

ALT-C

4. Determine, in partnership with the conference Chairs, the intellectual direction and focus of the conference
5. Supported by the Director of Operations and the ALT staff team, take responsibility for the design, delivery of the conference programme and its subsequent evaluation
6. Managing editorship of the ALT-C Research Proceedings and the ALT-C Abstracts Handbook
7. Convene the ALT-C Programme Committee and ensure that decisions relating to the intellectual direction, focus, and content of ALT-C are acted upon

Print and web-based publications

8. Line manage ALT's web and print publications officer
9. Manage the editorial relationship between ALT and Taylor and Francis (publishers of the ALT Journal), and between ALT and other publishers of ALT materials
10. Manage the development and operation of ALT's mediawiki server (which hosts ALT's "What Research Has to Say For Practice" guides), and ALT's e-prints server (which will host pre- and post-prints from the ALT Journal).
11. Managing editorship of ALT's publications, supported by the publication officer
12. In conjunction with the chief executive and appropriate committees, develop and maintain a future strategy for ALT publications taking into account issues such as the changing balance between online and print-based publication and the appropriateness of open access and restricted publication

Research

13. Write papers and articles for ALT and other publications including peer-reviewed journals
14. Play a leading role on the editorial board of the ALT Journal
15. Work with the ALT research committee to:
 - develop and update the ALT research strategy;
 - determine the intellectual direction and focus of the biennial ALT Research Seminar;
 - increase the profile of research within ALT.
16. Lead and facilitate discussions between senior researchers in the learning technology domain
17. Lead on the design and implementation of the annual ALT membership survey
18. Represent ALT on the JISC Scholarly Publications Committee
19. Setting up and managing a fund for "early researchers" in the learning technology domain, and, by agreement with ALT, acting as an external examiner of PhD and Masters students

Developing the learning technology profession

20. Give strategic leadership to CMALT
21. Manage the certification process, ensuring its robustness and rigour
22. Mentor and support applicants for CMALT and assessors of CMALT portfolios
23. Supported by the Director of Operations and the ALT staff team, take responsibility for the design, delivery and evaluation of a programme of workshops and other events
24. Represent ALT on professionalisation issues (with partners, Government agencies, and internationally)
25. Take a leading role within ALT in its role as a professional association in working to develop the role and career structure of learning technologists within the public and private sectors

General

26. Membership of the ALT senior management team
27. Deputise for the Chief Executive and provide holiday and sickness cover for the Director of Operations
28. Attend (and present reports to) ALT's Board of Trustees
29. Research and write policy consultation responses and give expert opinions within the post-holder's area of expertise

30. Negotiate, maintain and develop memoranda of understanding with partner organisations and manage relationships with partner organisations
31. Chair internal and external meetings
32. Represent ALT on external committees
33. Give presentations, key-note speeches, lectures and talks
34. Mentor members of ALT's committees, and ALT staff within the post-holder's areas of expertise
35. Represent the Association in discussions with corporate and institutional members
36. Undertake any other duties and responsibilities as may be determined by ALT, following consultation between ALT and the post-holder

Person specification

School/Directorate: Association for Learning Technology

Title of post: Director of Development

Starting salary: Grade 11

Specification	Essential	Desirable
1. Education/Training	Degree in any discipline, plus a post-graduate qualification (or equivalent experience) in a learning technology-related discipline, or a degree in a learning technology related discipline.	Doctorate or equivalent in a learning technology-related discipline Teaching qualification Holder of CMALT
2. Relevant Experience	<p>Significant research and/or development and/or managerial experience in the learning technology domain: in academia, in industry, or in the public sector.</p> <p>Substantial involvement in large-scale learning technology projects, and/or a strong track record of learning technology development within an organisation.</p> <p>Strong project management skills</p> <p>A track record in writing successful bids for funding</p> <p>Experience of teaching or learning materials development, and/or of work in a staff and/or organisational development role relating to learning technology.</p> <p>Substantial involvement in an editorial, authorial, or production role in academic, scholarly, or technical publications, or similar</p> <p>Experience of refereeing and reviewing for conferences, or for academic or technical publications</p> <p>ICT fluency</p>	<p>Experience of working in an international context</p> <p>Active membership of the editorial board of at least one peer-reviewed journal</p>

	<p>Highly numerate</p> <p>Confident user of web based tools and systems</p> <p>Excellent communicator and influencer – on paper, on-line, on platforms, in face-to-face meetings, and on the phone</p> <p>Strong organisational skills</p> <p>Tact and diplomacy</p> <p>Commitment to and interest in ALT's aims and values</p> <p>Credibility in the learning technology community or the capacity quickly to acquire it, and then to maintain it</p>	
3. Other		