Technology Manager (Interim) - 2021

The Association for Learning Technology (ALT) represents individual and organisational Members from all sectors and parts of the UK. Our Membership includes practitioners, researchers and policy makers with an interest in Learning Technology. Our community grows more diverse as Learning Technology has become recognised as a fundamental part of learning, teaching and assessment.

Our charitable objective is "to advance education through increasing, exploring and disseminating knowledge in the field of Learning Technology for the benefit of the general public". We have led professionalisation in Learning Technology since 1993.

If you are interested in working with us, see https://www.alt.ac.uk/about-alt/work-us .

Key dates

Role advertised: 18 December 2020
Closing date: 15 January 2021
Interviews: 25-29 January 2021
Start date: 1 February 2021 or as soon as possible thereafter

Technology Manager (Interim)

The role is **home-based** and does not require regular travel.

Terms and Conditions in brief

Title of post	Technology Manager (interim)
Post number	008
Full Time Equivalent (FTE)	0.5 FTE
Grade/salary	Grade 9, £35,550 - £39,992 FTE
Contract Duration	Fixed term: Initially for 6 months with the possibility of extending up to 12 months
Annual Leave	25 days annual leave and 8 bank holidays (FTE) pro rata

	(Annual Leave restricted from mid July to mid September due to ALT's business cycle)
Reports to	Chief Executive Officer
Staff managed	-

What the role involves

The role of the Technology Manager is to have operational oversight of ALT's online platforms and systems, including the main ALT website, and manage the suppliers providing technology services to ALT. ALT has six employees, and the Technology Manager is the only tech-focused role within the team.

Specifically, the role of the Technology Manager involves:

1. **Service management. Manage the delivery of appropriate services for ALT's member community and maintain/develop online services and oversee the development and documentation of operational processes**.
   In particular, this role involves overseeing the work of ALT's service contractors who maintain our web services (Drupal, CiviCRM, OJS3), monitoring and responding to security advisory and support notices (Drupal, WordPress, Blackboard Collaborate Ultra, Google Workspace, RingCentral), and providing staff training and support for the implementation of service feature updates.
2. **Contribute to ALT's three year strategy and annual operational plans, incl. GDPR reporting**.
   ALT has strong established processes of managing data security and for handling personal information. Reporting to the CEO, who is ALT's Data Protection Officer, the Technology Manager will be responsible for the operational management of information security and GDPR related compliance, incidents and reporting.
3. **Online delivery of events. Manage the development of online delivery of ALT's events including the annual conference, and associated content**.
   This includes the oversight of conference website setup, data management and liaison with external suppliers. As well the Technology Manager will support speakers and delegates with technical issues and/or questions.
4. **Provide informal training and advice for ALT internally**, particularly the staff team, on use of tools and technology including social media, analytics and content management.

General
1. Undertake training to ensure appropriate skills are acquired or developed.
2. Provide occasional holiday and sickness cover for posts at the same or lower level.
3. Undertake any other duties and responsibilities as may be determined by ALT that are commensurate with the level and grade of this post.

Personal specifications

	Essential	Desirable
Education / Training	Degree or equivalent in a related discipline	Relevant professional qualification or doctorate Holder of CMALT, Certified Membership of ALT
Relevant Experience	Significant experience of working in a team-based environment where extensive use is made of Web based systems, and where a key focus of the work has been on managing information. Managing the back end/admin of systems for content/contact management. Experience of using WordPress. Experience using Customer Relationship Management tools (CRMs) Experience of successfully delivering events online	Experience of using Drupal and CiviCRM.
Knowledge	Knowledge and understanding of current teaching, learning and IT issues in education	
Relevant Skills and Aptitudes	Strong project management skills including in the context of managing ICT projects Strong track record of effective collaboration and working with distributed communities Excellent communication skills, including the ability to make academic presentations, and to represent the work of the Association	Basic coding skills, particularly for the development of HTML/JS web applications Knowledge of video streaming technology in particular via YouTube and Google Meets

		Knowledge of maintaining and developing the WordPress and Drupal platforms.
	Excellent organisational, management, and team management skills.

Excellent self-management skills, including the ability to work to deadlines.

Expert user of email and web services, and advanced user of Microsoft Word, Excel, or equivalent.

Strong ability to learn new IT skills quickly including new tools. | Experience using Google Workspace for Education applications (Docs, Sheets, Slides etc) |
| 4. Special Requirements | A working space and environment which is suitable for home-working. (ALT will provide a computer and peripherals. Employees receive a monthly £18 stipend to assist with utility costs including reliable broadband connectivity). | |
| 5. Other | Commitment to and interest in ALT's aims and values. | |

Last updated: December 2020

How to apply

Please apply by sending us your CV together with a cover letter which explains how your skills and experience meet the personal specifications and why you would like to work for ALT.

We review all applications and then invite short-listed candidates to a virtual interview and 1 hour skills test. During the interview you will meet the staff team and have the opportunity to ask questions. We notify all candidates after the closing date whether they have been shortlisted, but due to the volume of applications we usually receive we are not able to provide feedback to candidates who are not shortlisted.

Closing date for applications: 15 January 2021
Candidates will be notified: 25 January 2021
Interviews scheduled for: between 25-29 January 2021
Start date: 1 February 2021 or as soon as possible thereafter.

Email your application or enquiries to jobs@alt.ac.uk.