

# LEAD LEARNING TECHNOLOGIST

Library and Learning

Enhancement Division

ALC1656

**CANDIDATE BROCHURE**



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# WHAT MAKES UEA SO SPECIAL?

The University of East Anglia is a publicly funded major UK research and teaching university. It was built to embody a radical new vision for higher education, where interdisciplinarity is crucial and excellence in both research and teaching is valued. UEA consistently ranks within the top quarter of universities in the UK for the quality of research and teaching.

As a major regional employer and cultural centre, we take our regional civic responsibilities very seriously and have kept our sights on the people and place we call home. In fact, we launched our University Civic Charter in October 2023; created from in-depth community engagement, renewing our commitment to the region as part of our 60th anniversary.

There are many things which make UEA special, not least of which is the community of staff and students that work and study here. UEA includes three Nobel prize winners, including Sir Paul Nurse and Sir Michael Houghton, and many fellows of the Royal Society and British Academy amongst our alumni and current staff.

Our campus is home to Sir Denys Lasdun's iconic brutalist architecture set in hundreds of acres of beautiful country park that includes a large broad (lake). In the spirit of Lasdun's ambition to inspire an anatomy of ideas, today, UEA is tackling some of the key challenges of the changing world. UEA's research combines disciplines

and breaks new boundaries across its priority research themes of climate, creative and health.

UEA is the place where global warming was first documented. Since the 1970s, UEA's Climatic Research Unit, and more recently Tyndall Centre for Climate Change (Headquarters hosted at UEA), have played a pivotal role in developing temperature records and climate models, contributing to the understanding of climate change, and informing global policy. Many UEA scientists have played significant roles in the Intergovernmental Panel for Climate Change (IPCC), which was jointly awarded the 2007 Nobel Peace Prize for its efforts to increase public knowledge of anthropogenic climate change. Environmental Science and Global Studies at UEA continue to be a major powerhouse for research and teaching.

UEA is widely regarded as a pioneer in creative writing, having established the UK's first Creative Writing Masters programme in 1970. This renowned programme has since attracted and produced numerous successful writers, including Booker Prize winners such as Ian McEwan and Anne Enright, and Nobel Prize Winner Sir Kazuo Ishiguro. In recent years, UEA academics have played a pivotal role in the discovery and presentation of the Gloucester Royal shipwreck (Norfolk's Mary Rose). Our iconic Sainsbury Centre for Visual Arts is a major museum and arts research facility.



Health research at UEA not only embraces the Faculty of Medicine and Health but draws in research from both social and natural sciences. Research under this theme has made major contributions in the fields of healthy ageing, epidemiology and involving citizens (via our innovative Citizens' Academy) in improving health care outcomes. This theme benefits from close association with the other major research institutes on the Norwich Research Park; notably the Norfolk and Norwich University Hospital and the Quadram Institute. The Norwich Cancer Research Network, and Norfolk Institute for Healthy Ageing, are examples of key mechanisms for delivery of real impact from health research at UEA.

UEA has been a major success over the last 60 years and looks forward with confidence to the next 60 years.

**For an informal discussion about the post please contact Alicia McConnell, Head of Learning Technology on [alicia.mcconnell@uea.ac.uk](mailto:alicia.mcconnell@uea.ac.uk)**

## UEA is part of the Norwich Research Park

Norwich Research Park (NRP) membership locates UEA in one of the largest concentrations of research institutes in the whole of Europe – four independent internationally-renowned research institutes: John Innes Centre, Quadram Institute, Earlham Institute and The Sainsbury Laboratory; with the University of East Anglia and Norfolk and Norwich University Hospitals NHS Foundation Trust, supported and funded by The John Innes Foundation, The Gatsby Foundation, and UKRI Biotechnology and Biological Sciences Research Council.

The NRP provides an ideal environment for collaborative use of infrastructure and facilities, with a single portal for academics and businesses to access the specialist facilities across the Park.

The Enterprise Centre is a regional business, knowledge and innovation hub, with workspace provision and supports over 80 businesses working alongside UEA staff and students in a dynamic and vibrant entrepreneurial community. On the wider NRP, there are dedicated laboratory and office spaces in the Innovation Centre and Centrum hosting over 600 staff within a total of 115 businesses and spinouts.



# THE ROLE

UEA's Centre for Technology Enhanced Learning (CTEL) covers services and systems for digital teaching, learning and assessment. For this post, there will be a particular focus on the administration and support of digital assessment technologies and related processes, working closely with Student and Academic Services, IT Services and School colleagues to help ensure assessment workflows and marks processing are efficient, consistent and aligned with agreed policies. The role is primarily operational and administrative in focus for digital assessment, while also contributing fully to the wider portfolio of learning technology activity as part of the Lead Learning Technologist team.

The role holder will help shape the services provided and act as an advocate of teaching excellence. They will promote implementation and provide advice and support to staff relating to digital learning, teaching and assessment. The role holder will help administer the VLE and other learning technology infrastructure to ensure services are robust, secure and reliable.

Reporting to the Head of Learning Technology, the role holder may also provide day-to-day management, supervision and operational guidance to a small team consisting of a mix of learning technology-related roles.

## KEY RESPONSIBILITIES

### ASSESSMENT FOCUSED CORE DUTIES

- Work with CTETL, Student and Academic Services, IT Services and

School colleagues to support digital assessment workflows, including the configuration of submission points and related settings that enable effective and, where possible, automated transfer of marks into core systems (for example Blackboard and student records systems).

- Help coordinate and document a clear and manageable approach to the use of assessment technologies, drawing on agreed inventories and guidance to support consistent, sustainable and student centred assessment practices.
- Liaise with Schools to understand where assessment tools are used locally or outside the standard software environment, and contribute to agreed plans for adopting suitable alternatives and, where appropriate, phasing out tools that are no longer needed.
- Support clear and timely communication with academic and professional services colleagues regarding expectations where automated marks transfer is not in place, including guidance and signposting on when and how marks should be entered directly into Blackboard.
- Support the development and review of clear guidance and simple processes for digital assessment and marks handling, so that colleagues across Schools can use them consistently.
- Offer advice on the digital and process aspects of authentic assessment, working alongside academic and CTETL colleagues who lead on pedagogic design, so that systems and workflows effectively support agreed assessment approaches.

### WIDER LEAD LEARNING TECHNOLOGIST DUTIES

- Advise and support colleagues in their use of learning technology to create pedagogically appropriate opportunities for learners.
- Create and deliver training materials and sessions.

## THE ROLE (CONTINUED)

- Test and trial technologies, updates and upgrades for evaluation and to support specific change projects.
- Identify, escalate and contribute to the resolution of technical issues.
- Keep up to date with technical innovations and provide intelligence on learning technology developments relevant to UEA strategy and practice.
- Develop innovations in the use of technology for teaching, learning and assessment.
- Champion new approaches with teaching staff to encourage greater use and embedding of existing and new learning technologies.
- Help administer the University's VLE, currently including Blackboard, Echo360, eStream, Turnitin and others.
- Ensure systems are appropriately configured, reliable, secure and robust, and that user support is provided.
- Collect, manipulate and interpret data related to learning technology use.
- Undertake development activities including testing and quality assurance.
- Work with the Head of Learning Technology and UEA colleagues on the development of policies and procedures that impact the service.
- Lead work strands as designated by the Head of Learning Technology, including supervising the work of others involved in delivery.
- Undertake any other duties assigned by the Head of Learning Technology.
- Represent the University at appropriate internal and external meetings and, on occasion, deputise for the Head of Learning Technology.

## LEADERSHIP, STRATEGY AND COLLABORATION

- Monitor national and international developments relating to IT delivery, solution development and application support, and contribute to strategy and policy.
- Undertake line management responsibilities for a small team covering support and training, change projects, systems and data, or digital course and content creation, where required.
- Plan team workload and define objectives in conjunction with the Head of Learning Technology.
- Work collaboratively with the Head of Learning Technology to ensure high quality and timely service delivery in line with agreed policies and procedures.

# THE PERSON

## EDUCATION, EXPERIENCE AND ACHIEVEMENTS

- Relevant degree, equivalent qualification or commensurate experience (E)
- Experience of teamwork and cross-divisional collaboration (E)
- Experience of working with digital assessment systems and processes, including supporting academic and/or professional services colleagues with assessment and marks workflows (D)
- Experience of providing support and advice on the use of technologies in an educational environment (D)
- Experience of working with virtual learning environments and related assessment tools (for example Blackboard, Turnitin, PebblePad or similar) (D)

## SKILLS AND KNOWLEDGE

- Excellent oral, written and interpersonal and communication skills with ability to deal face-to-face, via telephone and email with individuals from a variety of backgrounds, cultures and nationalities (E)
- Excellent negotiation skills (E)
- Knowledge of technologies used in a teaching environment (E)
- Good analytic, research and problem-solving skills (E)
- Knowledge of administrative and governance workflows associated with assessment (D)
- Knowledge of course design, development, teaching practice and assessment (D)

## PERSONAL ATTRIBUTES

- Ability to organise and prioritise work under own initiative (E)
- Can-do, self-motivated attitude and positive work ethic (E)
- Strong team-working skills (E)
- Innovative approach with enthusiasm to support student progress and digital innovation (E)
- Flexible approach to work tasks and working hours (E)

**Essential Requirements (E)** are those, without which, a candidate would not be able to do the job.

**Desirable Requirements (D)** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

# FURTHER INFORMATION

The post is available from 1 July 2026 on a part-time (0.6 FTE) basis for a fixed-term period of 3 years.

Salary will be £38,784 to £46,049 per annum pro rata on Grade 7 on the single salary spine.

Relocation expenses are reimbursable under certain conditions.

**Place of Work** - The University is strongly committed to providing an excellent student experience and research environment, and it is expected that all staff will be available on campus to carry out their duties during their working week in support of these goals. We have a hybrid-working policy which supports a mix of at home and on campus 'hybrid' working for many roles. For the majority of hybrid roles, the expectation is a minimum of 60% of working time will be spent physically present in the workplace.

The flexibility of the hybrid-working policy allows the possibility of some remote working, but it is the expectation that all appointments will be UK based, with any overseas working agreed in advance by exception only.

If successful you will be asked to show evidence of right to work in the UK prior to any formal offer being made. Non-British and non-Irish nationals entering the UK to undertake employment or who are currently in the UK will have to meet eligibility criteria under the points-based immigration system. The University may be able to provide sponsorship under the Skilled Worker route if relevant criteria are met. Please note, due to the complexities of the immigration system, Skilled Worker visa sponsorship is not guaranteed for every role. If you would like further information about whether this role is eligible for visa sponsorship, please contact [staff.visacompliance@uea.ac.uk](mailto:staff.visacompliance@uea.ac.uk)

The post is superannuable under the Universities Superannuation Scheme and there is an annual leave entitlement of 30 days plus statutory (8 days) and customary (6 days) holidays, pro rata for part-time. The University is committed to creating an environment where the health, welfare and safety of all students and staff is of paramount importance. The University's

Safeguarding Policy addresses both child protection and safeguarding children, young people and vulnerable adults within the work of the University. Appointment will be subject to satisfactory pre-employment checks, which may include an Occupational Health assessment.

Information on the benefits of working at UEA can be found at <https://www.uea.ac.uk/about/working-at-uea>.

If you require the information contained within this candidate brochure in a different format please email [staff.recruitment@uea.ac.uk](mailto:staff.recruitment@uea.ac.uk)

## HOW TO APPLY

To apply for this vacancy, please follow the online instructions at: <https://vacancies.uea.ac.uk/>

The closing date for this role is 11:59pm on **8 June 2026**.

Please note that the application form contains an Equal Opportunities section which must be completed. The Equal Opportunities information will not be made available to the selection panel and will not form any part of either the short-listing or decision making process. .

It is anticipated that presentations and interviews will take place on **19 June 2026** and we will inform you of the outcome of your application prior to this date.

Reasonable travel and incidental expenses incurred in attending the interview will be reimbursed, subject to qualifying criteria (please ensure that you keep all receipts). Please note that if you are offered a post and decline the offer, travel and incidental expenses will not be reimbursed.

# ABOUT THE DIVISION

The division combines learning technologists, librarians, and educational specialists to create a collaborative and unified team to support the University's strategy.

The Library is at the heart of the University of East Anglia. We hold a wealth of physical and online material to support the teaching and research activities of the University. The Library supports teaching and learning by providing access to diverse, high-quality resources, services and information skills delivery that enhance student success. It also offers specialist support in information discovery, open access publishing and data management to help researchers produce and disseminate impactful work.

The Learning Enhancement Team (LET) delivers the University's learning development provision, specialist SpLD tuition, Peer Assisted Learning schemes, the English Language Support Programme and projects associated with the University's Inclusive Education Policy.

The Centre for Technology-Enhanced Learning (CTEL) has responsibility for the multiple systems, architecture and integrations of UEA's online learning and assessment environment, harnessing the use of innovative educational technologies, including the VLE, to enhance learning and teaching.

Our library building is open 24/7 for current students and staff to browse, study and borrow. We work closely with colleagues across the whole University to provide a robust and effective service that our students can rely on.

Our building provides amazing views and a wide variety of study spaces to suit all our users when studying and collaborating. Staff are available in-person and online to help students find the right space for them and get the best out of our resources.

The Library is a grade II listed building with six floors and containing c. 750,000 books, as well as computer labs, individual and group study rooms, and our specialist collections and archives. UEA also holds a range of impressive collections within the British Archive for Contemporary Writing.

The UEA Digital Library contains thousands of ebooks and online journals, enabling students to access a huge repository of knowledge at the touch of a button.

The Library & Learning Enhancement Division is committed to equality and diversity for its staff and users alike and strives to make its services inclusive for all to access.





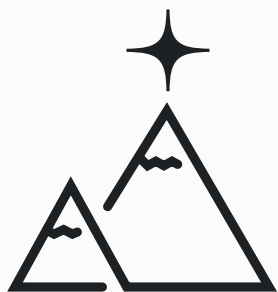
# OUR VALUES

Shaped by staff, our UEA values represent a core set of standards for how we behave as an employer, drive excellence in teaching, learning and research, and collaborate as an anchor institution in our local community.

From tackling global challenges, striving for student and staff success, and creating a vibrant inclusive environment, our values are what unite us.

- ✦ AMBITION
- ✦ COLLABORATION
- ✦ EMPOWERMENT
- ✦ RESPECT

## OUR VALUES (CONTINUED)



### AMBITION

**We are ambitious for our future success.**

We are forward-thinking and brave in our approach and decisions. We make space for innovation and creativity, seizing opportunities that are responsible and sustainable. We are ambitious for the advancement of education and research.



### COLLABORATION

**We are collaborative in our approach.**

We work together with shared purpose. We build connections, share ideas and develop new networks. We champion our regional, national and global relationships and demonstrate that together we can achieve greater goals and positively influence the world around us.



### EMPOWERMENT

**We empower ourselves and each other.**

We develop ourselves and others, trusting people to make decisions based on their expertise and knowledge. We continually improve systems and processes to support us in working in an agile and efficient way.



### RESPECT

**We respect each other.**

We treat everyone with respect and dignity. We value diversity and foster a community where people can express different thoughts and views. We are open to challenge, so we can learn and improve. We encourage a positive, inclusive environment where everyone has opportunities to fulfil their potential.

# ACCOLADES

- Queen's Anniversary Prizes for Higher and Further Education have been awarded to UEA for international development studies (2009), creative writing (2011) and environmental sciences (2017). Notable alumni include Sir Paul Nurse (1973, Nobel Prize for Medicine 2001), Sir Kazuo Ishiguro (1980, Nobel Prize for Literature 2017), Sir Michael Houghton (1972, Nobel Prize for Medicine 2020) and Sarah Gilbert (1983) who led the Oxford University team to develop a COVID-19 vaccine, approved in 2020.
- Our Doctoral College, established in 2018, hosts six Doctoral Training Partnerships and integrates Faculty and School provision for 1600 Postgraduate Research Students (including those from across the Norwich Research Park), enabling collaboration and innovation.
- We recognise our global impact and were one of the first universities to declare a climate and biodiversity emergency in June 2019. Our sustainable campus, including over 50 acres of environmentally valuable parkland, is constantly evolving with ambitions to be 100% net zero by 2045 or sooner.
- UEA is a University of Sanctuary, an accreditation given to universities that show an ongoing commitment to creating a welcoming culture of inclusivity and awareness.
- UEA was awarded the Silver Athena SWAN Award in 2019, and all our Schools hold awards at Bronze or Silver.

**A vibrant place to study, learn and work, UEA is a very special place.**



# A SUSTAINABLE UNIVERSITY

At UEA, we are now working to create a university that will be even better in the future, and we are working to achieve net zero carbon by 2045 (or earlier). Our Sustainable Ways vision is one of a resilient university – where consumption is efficient and self-generated energy supports low carbon goals, supported by a vibrant community of world-leading researchers and inspired graduates.

At a basic level, our sustainable development means that we try to balance the 'three pillars' of environmental, economic and social elements.

We challenge our environmental impact through on-site energy generation and a district heating and cooling network, reducing our reliance on grid electricity and therefore fossil fuels. We promote and use recycled and 'eco' products such as biological cleaning materials. We champion local suppliers and ethical causes, including Fairtrade and vegan products. We seek to ensure value for money in a holistic, whole-life costing sense in our new buildings and procurement contracts.

## OUR INITIATIVES

Central campaigns, such as holiday shut-downs or awareness day events, support a whole-University approach to energy saving and other initiatives.

Follow us on X [@SustainableUEA](https://twitter.com/SustainableUEA)



# OUR CAMPUS

UEA is based on a campus that provides top quality academic, social and cultural facilities to over 17,000 students.

Although located in 320 acres of rolling parkland, virtually no part of the campus is more than a few minutes' walk from anywhere else, so everything is close at hand – the library, nursery, health centre, supermarket (incorporating a post office) and restaurants. Amongst the striking buildings is the UEA's Sainsbury Centre for Visual Arts, which contains the Robert and Lisa Sainsbury Collection – one of the greatest art collections formed in Europe during the 20th Century.

The University has invested in new learning and teaching and research spaces, including a celebrated new Enterprise Centre that underpins its commitment to promoting student enterprise and entrepreneurship.

Sport and Recreation plays a major part in the life of the University of East Anglia, centred around the major Sportspark facility which is one of the most successful community sport facilities in the UK. This accessible and affordable facility provides a diverse range of activities, and incorporates a 50m Olympic size swimming pool, indoor climbing wall, coaching resource centre and sports injury clinic.



# NORWICH

## A CITY OF STORIES

The city's motto is 'A fine city' and its strong cultural heritage has seen Norwich maintain the best of its historical character whilst developing to become one of the most vibrant and attractive cities in Europe. Norwich offers miles of riverside walks and cycle ways, and a unique collection of 1930s parks. The city is surrounded by beautiful countryside and within easy reach of the stunning Norfolk coast.

Norwich is a UNESCO World city of Literature, the first in the UK, as well as being one of the newly named Tech Cities recognising the growth of digital businesses in the region. The most prominent high-rise building, apart from the castle, is the magnificent 11th century cathedral, which still dominates the skyline. The city's medieval centre of cobbled streets remains largely intact, but there is still space for modern buildings such as the city's centrepiece, the Forum, which is a striking piece of contemporary architecture. The glass front overlooks the colourful open-air market (one of the largest in the country) and reflects the city in all its diversity.

The city is consistently rated as one of the top ten shopping venues in the UK. Norfolk and Suffolk attract thousands of visitors each summer. The famous Norfolk Broads are among the most important wetlands in Europe and a haven for rare plants, wildlife and insects. The Broads attract holidaymakers who come to navigate the intricate natural network of waterways formed by the Rivers Bure, Yare and Waveney and their tributaries.

For further information about UEA's excellent facilities, staff benefits, picturesque campus and the UEA working environment, please visit the 'Careers at UEA' microsite <https://www.uea.ac.uk/about/working-at-uea>. Additional information about living and working in the city of Norwich can be found at <https://www.workinnorwich.co.uk/>



*If there is another city in the United Kingdom with a school of painters named after it, a matchless modern art gallery, a university with a reputation for literary excellence which can boast Booker Prize-winning alumni, one of the grandest Romanesque cathedrals in the world, an extraordinary new state-of-the-art public library then I have yet to hear of it. Norwich is a fine city. None finer.*

**STEPHEN FRY**



# LOCATION

Some cities you've heard of, others you have to discover. Norwich is one of the most beautiful, modern historic cities in Britain. It's a city that celebrates the independent, stimulates creativity, promotes change and encourages diversity.

UEA is a campus university located 3 miles from the centre of Norwich. Situated in the heart of Norfolk, which means it's an ideal location to explore Norwich and beyond.

## BY RAIL

LONDON • 2 HOURS

CAMBRIDGE • 1 HR 15 MINS

BIRMINGHAM • 4 HOURS

Many European cities (including Paris and Amsterdam) easily accessible by train

## BY ROAD

KINGS LYNN • 1 HOUR

CROMER • 45 MINUTES

SOUTHWOLD • 1 HOUR

## BY AIR

NORWICH AIRPORT • 20 MINUTES

STANSTED AIRPORT • 2 HOURS

London is a major airline hub and all main international destinations are easily accessible



An internationally renowned university, UEA is ranked 26th in the UK (Complete University Guide 2026) and is in the UK Top 25 for research quality (Times Higher Education Rankings 2026) reflecting the international excellence of its research environment. We are in the World Top 60 (QS World Rankings for Sustainability 2025) and the World Top 13th for reduced inequalities (Times Higher Education Impact Rankings 2025). The University holds UK Teaching Excellence Framework Silver status.

## Equality, Diversity, Inclusion and Wellbeing

The University is committed to diversifying its workforce and to the wellbeing of all our staff. For example, we hold an Athena SWAN Silver Institutional Award (since 2019) in recognition of our advancement towards gender equality for all. Further details on our broader Equality, Diversity, Inclusion and Wellbeing work can be found on our [website](#).

