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University of Lincolnshire & Humberside: Job Descriptions - Learning Adviser

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JOB DESCRIPTION

Job title Learning Adviser

Department Learning Support

Reports to Senior Learning Adviser

Grade Scale 5/S02

Date August 1996

Overall Purpose

To provide assistance to University subjects in the areas of curriculum development, materials production, support for unit delivery and assessment, scholarship, research and consultancy.

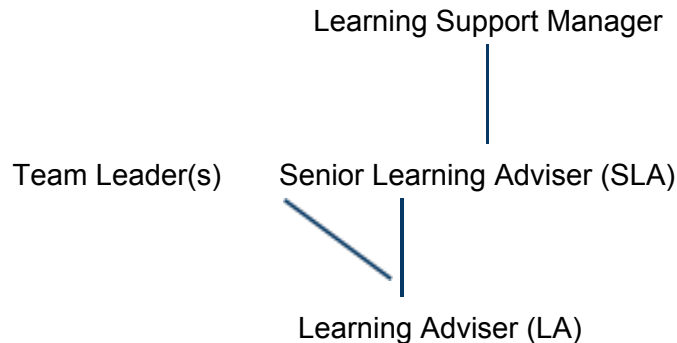
PRINCIPAL ACCOUNTABILITIES

To contribute to the achievement of the following Departmental objectives:

- To assist students to achieve Independence in Learning: by (for example)
 - encouraging subjects to develop appropriate curricula
 - developing with subjects, appropriate unit delivery/assessment methods
 - assisting with unit delivery/assessment
 - developing appropriate teaching and learning materials/products
 - providing specialized skills/knowledge to support Service Advisers.
- To be the preferred provider of Learning Services: by (for example)
 - supporting Schools Undergraduate Modular Scheme Office with named award support
 - providing subjects with support for teaching and learning materials/product development
 - providing specialist support to students
 - facilitating user access to information sources
 - providing support to subjects for unit development/delivery/assessment.
- To provide a quality service to customers: by (for example)
 - supporting access to relevant technology and software
 - providing user access to appropriate media facilities
 - training and supporting Service Advisers
 - monitoring the service provided to customers
 - providing access to appropriate information sources.
- To give value for money service: by (for example)
 - monitoring the use of Learning Support facilities against targets
 - matching the supply of products, facilities and services to the emerging demands

- identifying the means of continuous improvement against past performance
- ensuring that subjects are aware of competencies available within Learning Support
- ensure that Schools Undergraduate Modular Scheme Office are aware of Learning Support potential to support named awards.

ORGANIZATIONAL POSITION



DIMENSIONS OF THE JOB

Students
 Academic departments
 Subjects
 Named awards
 Units

IMPORTANT WORKING RELATIONSHIPS

Internal: Subject staff (academic)
 Learning Support Managers
 (Senior) Service Advisers
 (Senior) Learning Advisers
 Students
 Administrative, technical and manual staff

External: Suppliers/Publishers of products and services
 Examiners

DECISION MAKING AUTHORITY AND CONTROL

- Freedom to act within defined areas of authority determined by the Senior Learning Adviser (SLA).

CENTRED ON LEARNING

- Responsible to individual team/project leaders for particular aspect of the workload. Experienced Learning Advisers with appropriate levels of competence are required to take on team leadership responsibilities.
- Prioritization of tasks and individual workload.
- Handle cash, requisitions, delivery notes and invoices.

- Maintain appropriate collection of information (electronic and paper) and access to them.
- Control User access to the University IT environment.
- Report violation of Learning Support user regulation regarding the use of facilities, equipment and products (normally to SLA). Eject customers in breach of regulations.
- Invoke University disciplinary procedures and exercise judgement in referring students to appropriate subject tutors.
- Support students undertaking learning packages or independent studies.

NATURE AND SCOPE

The specific responsibilities and tasks of the post will be determined by the SLA after consultation with the postholder and linked to the performance review process. The postholder will monitor and evaluate his/her own performance through the appraisal and performance review processes and undertake approved training and development which may include scholarly and/or research activities. The postholder will be expected to work such hours as are reasonably necessary to fulfil his/her duties, which will mean working a designated number of sessions each week, in a flexible, efficient and effective professional manner. Duties may include all or some of the following:

- Ensure that all Service Advisers are aware of developments in the delivery and assessment of units, which are the responsibility of Learning Adviser associated with that subject.
- Use relevant software and technology as appropriate.
- Operate set up, assist and train customers in the correct and safe use of equipment and facilities. Engage in first-line fault diagnosis and reporting of faulty equipment.
- Ensure that health and safety policies and practices are implemented including any regulations governing the use of facilities or conduct of users.
- Produce and update publicity materials and user documentation.
- Assist in the collection of data and its analysis as required.
- Assess equipment and product needs and liaise with suppliers and publishers.
- The postholder should have a specialism in at least one University subject and at least one of the knowledge competencies. He/she should work with at least one subject team and support curriculum development, research and consultancy, assist in the acquisition/development of teaching and learning material, and assist in the delivery and assessment of units.
- Learning Advisers will attend subject meetings (including Boards of Examiners) as appropriate.
- Provide guidance and advice to customers on sources of information, facilities (computer, media and language) learning packages, workshops and demonstrations.
- Evaluate new equipment and products for purchase, liaising with subject staff as appropriate.
- Assist in the production of the IT environment capability statement and the procurement of both IT and non-IT capital equipment.
- Assist in maintaining the security of premises, equipment, products and facilities.
- Assess security needs and implement accordingly.
- Maintain accurate and up-to-date records of work undertaken.
- Work to high levels of accuracy and to strict deadlines.