

**PERSON SPECIFICATION**

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted solely on the extent to which they meet these requirements.

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| **Job Title:** Learning Systems Administrator | **Job ref no:** LWB-0109-25 |
| **Grade:** 6 | **Department:** Learning and Wellbeing |
| **Accountable to:** Head of Digital Learning | **Responsible for:** N/A |

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| **Evidence** | | | | |
| **Competency** | **Essential** | **Assessment**  **\*A and/or I** | **Desirable** | **Assessment**  **\*A and/or I** |
| Knowledge and Experience | A relevant first degree in IT or systems related subject or equivalent relevant experience.  Proven experience of Moodle administration  Experience of providing 1st and 2nd line helpdesk support  Strong Learning Analytics and report creation skills, with particular interest in MySQL and creation of reports using a Moodle database.  Strong development skills in web-centric technologies; including, but not limited to PHP, (X)HTML, CSS including appropriate certification where available.  Experience of code and version management and good practice for developing in a team. | A  A/I  A/I  A/I  A/I  A/I | A higher degree and/ or a relevant IT qualification.  Moodle administration certification  Experience in using Topdesk  Experience of Learning Analytics tools such as Intelliboard, xAPI and PowerBI | A  A/I  A/I  A/I |
| Teaching and Learning Support | Proven experience with the administration of Moodle, Panopto and Turnitin within an HE environment.  Enrolment of new and existing students using data from SITS.  Proven experience effectively managing access, enrolment, and rollovers of courses. | A/I  A/I | Application of blended learning methods to a Moodle platform. | A/I |
| Communications | Excellent communication skills, both written and oral, and the ability to adjust the content of information to suit different audiences. | A/I |  |  |
| Planning and Organising Resources | Excellent organisational skills, and the ability to manage a workload with changing priorities and tight deadlines, to achieve agreed deliverables.  Proven experience of working on project-based activities. | A/I |  |  |
| Analysis and Research | Proven ability to analyse and report data effectively to monitor and evaluate service provision.  Strong attention to detail and confidence with data management activities. | A/I | Experience of project planning, management and evaluation | A/I |
| Initiative and Problem Solving | Experience of using initiative and taking ownership to resolve problems.  Ability to be initiative-taking and respond to issues appropriately as part of a team. | A/I | Ability to draw on the next mix of resources to resolve a technical problem. | A/I |
| Responsibility and commitment | A proven understanding of the importance of customer care. | I |  |  |
| Liaison and Networking | Excellent team-working skills including reliability, adaptability and diplomacy. | I | Capacity to keep technical skills up to date through continuous learning and membership of appropriate User groups. | I |