



***St. Francis Hospice Dublin***

## **JOB DESCRIPTION**

**EDUCATION TECHNOLOGIST**

**PERMANENT ( WTE 0.88)**

**Job Reference: 2020 – 051**

**Issue Date: October 2020**

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**1. JOB PURPOSE**

The purpose of this post is to provide support to the Education and Practice Development Team of St. Francis Hospice, Dublin in the design and development of education materials.

**2. ACCOUNTABILITY**

The position reports to and is accountable to the Director of Education or other designated persons in all matters relating to the job.

**3. KEY DIMENSIONS**

Direct reporting to the Director of Education.

Key internal relationships that will influence the success of the role: Education and Nursing Practice Development Team; Multidisciplinary Team Members

Key external relationships that will influence the success of the role: Learning participants external to the organisation participating in Palliative Care Education.

**4. OPERATING ENVIRONMENT**

**Contractual Hours:** 32.5 hours per week.

**Hours of work:** The normal working hours are spread over 5 days. Monday to Friday from 8.30 am to 3.30 pm. Detailed of starting and finishing times, which may vary in accordance with Hospice needs will be notified by your line manager. There may be times when you will be required to work outside of the core working hours.

**Location:** This position is based in SFHD; however, SFHD operates across two sites: Raheny & Blanchardstown. The post holder will be working in both locations. In the interest of the departmental needs, patient care and changing needs, candidates are required to be flexible and are obliged to carry out duties in any department or location of the Hospice or associated locations when required to do so by the Director of Education.

As St. Francis Hospice Dublin is an expanding service the demands for services can change and it will be necessary to meet these changes through the organisation. In such circumstances it may be necessary to review the work location for this post and, on behalf of the Board of Directors, the Leadership Team reserves the right to change the terms and conditions as necessary. However, notification will be given of any such changes.

**Garda Vetting:** The successful candidate will be required to satisfactorily complete the Garda Vetting process prior to a formal job offer being made.

**5. SALARY SCALES, ANNUAL LEAVE & PENSION SCHEME**

**Salary Scale:** Department of Health & Children Consolidated Salary Scale (1<sup>st</sup> October 2020) - Grade IV

**Annual Leave:** 26 days per annum (pro-rata).

**Pension Scheme:** SFHD will contribute 7% of the successful candidate's annual salary less 1.5 times the State Pension to a defined contribution pension scheme.

## 6. THE PERSON: QUALIFICATIONS, EXPERIENCE, KNOWLEDGE & COMPETENCIES

	Essential	Desirable
<b>Qualifications</b>	<p>Educated to degree level or equivalent experience gained in a relevant working environment, or in the process of completing relevant third level course of study.</p> <p>Minimum Education: Leaving Certificate.</p>	<p>Diploma / Higher Diploma in Education Technology or related field.</p>
<b>Experience</b>	<p>Relevant experience in creating and delivering online training including eLearning multimedia content development.</p> <p>Thorough working knowledge of Moodle for both course administration (e.g. course creation / management and user management) and for the delivery of online learning (with Moodle as the primary tool e.g. activity creation, structured collaborative learning, etc.).</p> <p>Experience working with video conferencing technology including live streaming and technologically adaptable.</p> <p>Familiarity with common standards and formats (e.g. HTML, SCORM, etc.).</p> <p>Understanding of instructional design methods.</p> <p>Experience of working in a customer service environment.</p>	<p>Experience with Learning Management System administration.</p> <p>Experience in an established e-Learning / education provider or in an appropriate dedicated function (e.g. an e-learning team).</p> <p>Some project management experience evidenced by an ability to manage own work and deliveries and an awareness of risk management.</p> <p>Working knowledge of e-learning production software (e.g. Articulate Storyline, Camtasia) and knowledge of associated standards such as SCORM.</p>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Access to appropriate transport to fulfil the requirements of the role.</li> <li>• Full driving license</li> <li>• Candidates must demonstrate evidence of continuing professional development</li> </ul>	

## **CORE COMPETENCIES**

- Understanding of instructional design methods
- Understanding of varied learning styles.
- Excellent people skills with an excellent ability to communicate effectively.
- Strong ability to work on his/her own and also as part of a team.
- Significant ability to build effective working relationships and to foster partnerships within the Hospice to enhance education capacity.
- Ability to understand adult learning principles and guide learning materials development accordingly.
- Strong ability to engage in project management so as to devise and meet clearly defined outcomes in meeting.
- Excellent time management, problem solving, planning and organisational skills.

## **7. OUTLINE OF JOB DUTIES AND RESPONSIBILITIES**

The role of the Education Technologist includes, but is not limited to:

- Participate in course design and development of blended and online learning.
- Provide digital skills training to interdisciplinary team members within St. Francis Hospice Dublin including the design and production of multimedia learning materials as requested in consultation with the Director of Education.
- Design, develop and integrate high quality online learning materials, suitable for a range of delivery approaches, in collaboration with the Education and Nurse Practice Development staff.
- Work with St. Francis Hospice Dublin IT Services on technical issues relating to implementation and continuous development of modules in the Virtual Learning Environment, including the deployment of other technologies and applications to support delivery.
- Administer and monitor Moodle and other centrally supported technologies within St Francis Hospice.
- Act as the first point of contact providing technical support to staff engaged in the use of e-learning.
- Be involved in training activities and provide guidance on compliance with legislation (e.g. Education for Persons with Special Education Needs (EPSEN) copyright, etc), usability and accessibility of online materials
- Provide learning technology advice and support to staff, assisting in the development, adaptation, or reuse of e-learning resources within St. Francis Hospice Dublin.
- Work with staff by advising them on how to develop their courses and being part of course development team (e.g. administration and clinical staff) in consultation with the Director of Education.
- Co-author materials to be used in supporting modules/programmes (e-learning guides for staff and students, authoring guide, etc) as requested.
- Identify any new e-learning needs relevant to St Francis Hospice Dublin education programmes / training that may arise or be identified as part of staffs' learning needs analysis.
- Provide VLE course management, user management, the maintenance and creation of materials and effectively resolving operational issues in content creation.

- Act as a lead in video conferencing technology, including live streaming, to support learning as necessary.
- Identifying areas for innovation and improvement from engagement and feedback from users of course / programme materials.
- Develop and maintain a comprehensive knowledge of all aspects of Moodle and other learning management systems and related educational technologies.
- Make recommendations for improving the standards, practices and processes in the Education department and /or SFHD.
- Provide support to other members in the Education Nurse Practice Development Team.
- To attend mandatory training and developmental programmes, events, seminars and courses as deemed appropriate by the Director of Education.
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**General**

- Comply with the Mission Statement, Ethos and Values of St. Francis Hospice Dublin.
- Ensuring compliance with Health and Safety procedures in relation to all Hospice activities.
- Contribute to and comply fully with the St. Francis Hospice Dublin Safety Statement including safe working practice as laid down by the Safety, Health and Welfare at work Act 2005 and any other relevant legislation.
- Comply with the St. Francis Hospice Dublin policies relating to confidentiality and ensure confidentiality in all matters of information obtained during the course of employment.
- Adhere to the Policies & Procedures of St. Francis Hospice Dublin at all times.
- Actively engage in continuous personal development and learning.
- Present and act in a professional manner at all the times.

Carrying out any other reasonable duties, appropriate to the office that may be required from time to time by the Director of Education.

The successful candidate will be required to update their knowledge and skills to fit the changing requirements of the post. Therefore, this Job Description is an outline of the current broad areas of responsibility and accountability and should not be regarded as a comprehensive listing. It will be reviewed and updated in line with future needs.

The successful candidate will be required to maintain, enhance and develop their knowledge, skills and attitudes necessary to respond to a changing situation.

<b>Signature of Job Holder:</b>	<b>Signature of Line Manager or Designated Officer:</b>
<b>Job Title:</b>	<b>Job Title:</b>
<b>Date:</b>	<b>Date:</b>