Instructional Designer (TEL) Officer

Job Description

This is a new position in Marino Institute of Education.

The successful candidate will form part of the eLearning Team at Marino Institute of Education, Dublin. The post holder will report to the Director of IT & eLearning. She/he will also work closely with the Director of IT & eLearning to provide pedagogical and technical advice, support and training on the use of educational technology in a variety of different teaching and learning contexts.

As a member of MIE’s learning technology team, the post-holder will be expected to champion and drive institutional technology-enhanced learning and online teaching innovations. The candidate will work both on an individual basis and as a member of a team to support the teaching staff in the design and delivery of e-learning modules and programmes. Responsibilities will also include project management and delivery of online content, e-learning and digital policy development contributions. The candidate will also be expected to work as part of the IT team, in support of the institutional virtual learning environment, and other media used to support teaching in Marino Institute of Education.

Essential Qualifications & Skills

In order to be considered for this post, applicants must have:

a) A minimum of a third level qualification at level 8 or higher in Education/E-Learning/Educational Technology or multimedia on the National Framework of Qualifications

b) A minimum of 3 years’ experience working in e-learning/learning technology

c) Proven experience of technical platforms, web authoring tools, multimedia applications, e-Portfolios and online learning authoring tools, to support all aspects of e-learning provided in the Institute

d) Proven project management experience, ability to manage multiple projects and ability to use own initiative to solve practical problems without supervision

e) Demonstrable experience of trouble-shooting and problem-solving in the area
of online learning in a higher education context

f) Experience of working in partnership with a range of stakeholders to lead appropriate pedagogical enhancement of digital technologies for learning and teaching


h) Proven experience and knowledge of Universal Design for Learning, assistive and inclusive technologies

i) Excellent communications skills: oral, written and presentation, including the ability to explain technical issues clearly to people at all levels of technical and academic knowledge

j) Excellent interpersonal skills with the ability to work as part of a team, on own initiative and independently as required.

k) Excellent organisational skills

l) Strong personal technological self-efficacy.

In addition, it is desirable that applicants will have:

m) Experience working in partnership with academic staff on online/blended curriculum design, development and delivery.

Candidates must indicate clearly in their applications how they meet each of these pre-requisites. Candidates will be shortlisted on the basis of these criteria.

The appointee is required to carry out the duties attached to the post under the general direction of the Director of IT & eLearning. The appointee will also liaise with the Director of IT & eLearning on matters pertaining to the administration of the Virtual Learning Environment (VLE) and the procurement of e-learning tools, software and other technologies.

The reporting relationship may be subject to review from time-to-time, in line with service needs and developments in the Institute.

Duties and Responsibilities

- Act as a subject matter expert in the area of online learning, technology enhanced learning, multimedia and graphic design and delivery.
- Analyse, design, develop, implement and evaluate pedagogically sound online learning content suitable for a range of delivery approaches, in collaboration with academic and administration staff.
- Design and develop blended and online courses, projects and digital learning tools in support of MIE’s summer course provision.
• Design a range of multimedia resources to enhance teaching and learning at MIE.
• Promote innovation in the use of technology-enabled assessment.
• Provide support and guidance to staff on use of the institutional learning management system.
• Ensure that online courses and learning objects developed by MIE adhere to accessibility standards and best practices in UX design.
• Investigate, pilot, adopt and implement technology developments in learning, so that the digital learning programmes developed by MIE take full advantage of relevant technologies
• Assist with the development and implementation of MIE’s digital strategy.
• Support MIE’s Virtual Learning Environment including User Acceptance Testing, integration of Learning Tool Interoperability (LTI) standards in relation to plugins and other features.
• Promote the development, quality assurance and evaluation of blended and online courses, projects and digital learning tools

The list of duties and responsibilities of this post are broadly defined and are not exhaustive. The performance of the entire range of duties is not necessarily confined to any one individual, as the work requires that the staff function in a flexible manner, and work together as a team.

MIE retains the right to assign new duties and/or to re-assign staff to other areas of MIE, in response to service needs.