

# LIBF

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## SCHEDULE C JOB DESCRIPTION

### JOB DESCRIPTION

#### SECTION 1

#### BASIC DATA

<b>Job Holder's Name:</b>		<b>Job Title:</b>	EdTech Administrator, MENA
<b>Reports to:</b>	Learning and Development Specialist, MENA with a dotted line to Team Leader, Education Technology UK	<b>Location:</b>	Canterbury
<b>Department:</b>	Support and Operations	<b>Job Family:</b>	Support

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#### SECTION 2

#### DEPARTMENT STRUCTURE

Please see Appendix A attached.

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#### SECTION 3

#### OVERALL JOB PURPOSE

(What is the purpose of the job?)

To support the MENA L&D Team in the development and management of learning materials and administration of content via education technology platforms (internal and client-owned) to deliver effective learning and training materials.

To support the MENA Operations Team in managing the training materials for various programmes, including creating the course online learning sites.

#### SIZE/DIMENSIONS

(In what context does this role operate in terms of area of impact, financial budgets and supervision and or management of staff.)

Works collaboratively with LIBF UK's EdTech team to support and share best practice whilst taking account of local MENA context and requirements.

#### **SECTION 4**

##### **PRINCIPAL ACTIVITIES/OUTPUT OF JOB**

(This area outlines in more detail the duties of the post holder).

- Support the L&D Specialist in the design and development of engaging and effective learning materials, adhering to instructional design principles and adult learning theories.
- Provide support to the L&D team in managing the training materials library.
- Work with the MENA L&D Team in updating the learning assets in line with the new brand guidelines.
- Manage the administration of content for the MENA region using LIBF's virtual learning environment, Brightspace
- Administer content via external learning management systems as required to meet client needs, eg Abu Dhabi Global Markets Academy (ADGMA)
- Upload agreed content in a timely manner, ensuring it is fit for purpose, appropriately branded and accurately position in line with agreed templates
- Ensure MENA students can access relevant content and information, liaising with other LIBF teams to troubleshoot any issues arising
- Support the MENA team in the use of other internal systems, eg Oasis, Quercus and Arlo
- Work with and support the team in the UK to ensure EdTech support across different regions and timezones, including APAC if required
- Takes direction from both LIBF MENA and LIBF UK in terms of prioritisation, task management, and workflow raising any concerns and conflicts in a solutions driven manner
- Any other duties as may be required commensurate with role, level and skill set of the post holder

##### **CONTACTS AND INFLUENCE EXERCISED**

(Type, number and seniority of contacts, impact of influence)

Contact with colleagues at all levels within and external to LIBF, including senior employees of key clients. Works collaboratively with LIBF UK's EdTech team and the wider Learning Provision team.

##### **DECISIONS**

(How much freedom is there to provide solutions, and make decisions regarding the resolution of problems within the constraints of established guidelines or procedures, and supervision?)

Indicate the level which best describes the job holder's involvement in the decision making process:

Follows written and verbal instructions and established guidelines	
Interprets policies & procedures	X
Participates in the establishment of guidelines & procedures	
Acts as final authority to implement policy, guidelines and procedures that affect strategic goals	

Indicate the statement which best describes the impact of the job holder's decisions:

Restricted to employee's own work	X
Has impact on department/directorate* objectives	
Has impact on The London Institute of Banking & Finance / ADGMA objectives	

Examples of the decisions that are generally made by the job holder

- Prioritisation of own work within the context of MENA training priorities
- Improvement of processes to better meet client and student needs

**DEFINITION /CLARITY**

(The extent to which to job is defined; the clarity of the job's boundaries, levels of uncertainty)

This role is based in the Canterbury office supporting the work of the MENA team but also reports into the EdTech team in the UK. The post-holder therefore needs to be comfortable working independently and in a context that carries a high degree of ambiguity. The working hour for this role should be 8:30 a.m. to 5:00 p.m. UK time to have the maximum cover with the MENA team.

**ANY ADDITIONAL FEATURES OF NOTE**

This is a fixed-term (5 months) maternity cover role designed to support growth in the MENA region.

**PERSON SPECIFICATION**

**Job Title:** EdTech Administrator, MENA

**Reports to:** Learning and Development Specialist, MENA with a dotted line to Team Leader, Education Technology UK

**Department:** MENA

<b>Qualifications, knowledge and professional memberships</b>	<b>Essential / desirable?</b>	
Advanced knowledge of the administration of VLE / LMS platforms	E	
Commitment to advancing own learning and development	E	
Qualifications relevant to learning and training support	D	
<b>Technical competencies (skills and experience)</b>	<b>Essential / desirable?</b>	
Able to evidence experience of administering VLE / LMS platforms, including native and external tools such as webinar systems	E	
Strong interpersonal skills with the ability to interact effectively with people at all levels of seniority	E	
Keen eye for detail and able to demonstrate a high level of accuracy	E	
High level of numeracy and accuracy and ability to produce, understand and report on relevant data	E	
Working knowledge of Microsoft Office Suite	E	
Ability to explain technical information to a non-technical audience in a straight- forward manner	E	
Able to identify and present appropriate technological solutions	D	
Working knowledge of HTML and CSS	D	
Problem-solving skills, with a solutions driven approach	E	
<b>Core Competencies</b> (this section should contain the level of competency required to carry out this role. Please refer to the competency framework for clarification where needed. Placing a N/A where the competency is not required as part of the job)	<b>Essential / desirable?</b>	<b>Core for all employees</b>
<b>Values</b>		
Collaboration	E	C
Adaptability	E	C
Innovation	E	C
Integrity	E	C
Support	E	C
<b>Skills and Experience</b>	<b>Essential/Desirable</b>	<b>Core or Enhanced?</b>
Communicating effectively	E	C
Business thinking	E	C
Developing Yourself	E	C
Getting things done to achieve results	E	C
Digital Capability	E	E
The Customer experience	E	C
Managing quality and standards	E	C
Applying judgement and taking decisions	E	C

Signed .....  
JOB HOLDER

Date .....

Signed .....  
LINE MANAGER

Date .....