

NOTES

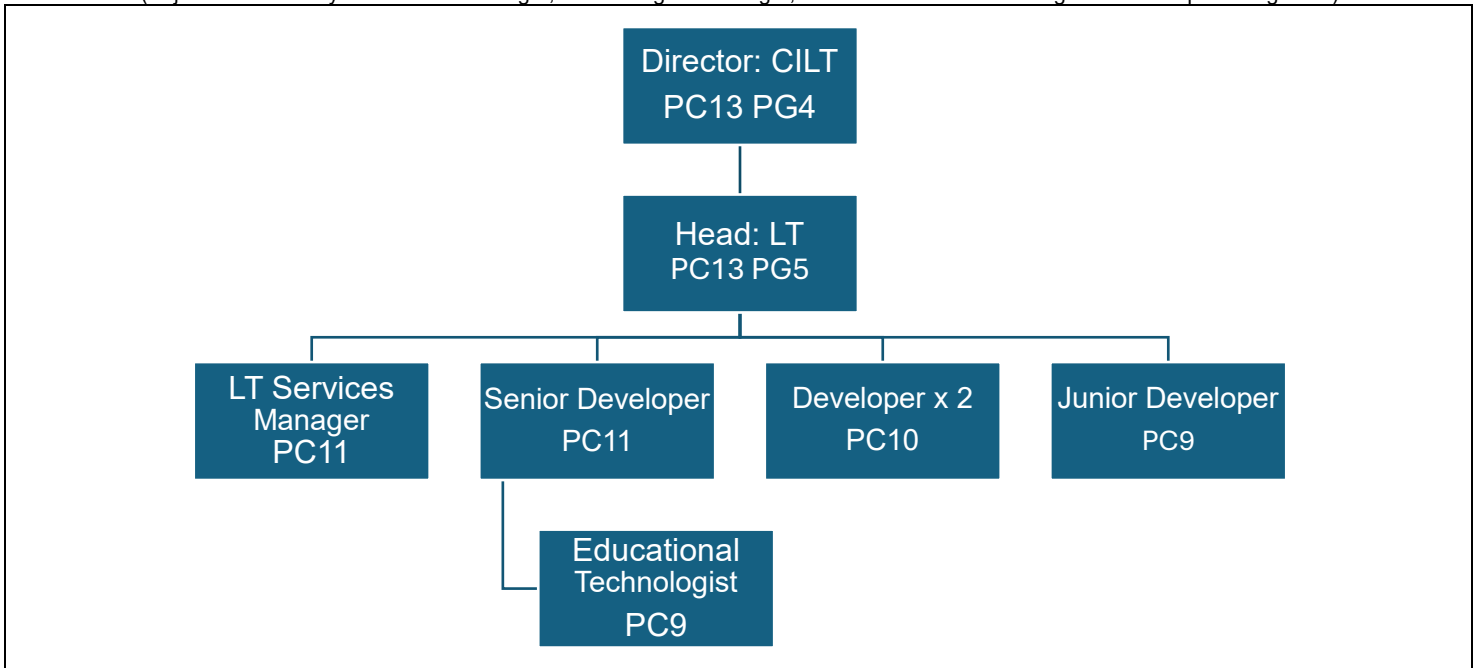
- Forms must be downloaded from the UCT website: <https://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Educational Technologist		
Job title (HR Business Partner to provide)			
Position grade (if known)	PC9	Date last graded (if known)	Oct 2013
Academic faculty / PASS department	CHED		
Academic department / PASS unit	CILT		
Division / section	Learning Technologies		
Date of compilation	Oct 2024 (original Oct 2013, updated May 2015 and Jan 2018)		

ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



PURPOSE

The main purpose of this position is to assist in the evaluation, design, development, implementation, support, maintenance and improvement of tools and software platforms to enhance learning, with specific responsibility for UCT's lecture recording platform.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
E.g.	General and office administration	25%	Takes, types up and distributes minutes and agendas for monthly departmental meeting. Greets visitors, enquires as to the nature of their visit and directs them to the appropriate staff member.	All staff members receive an electronic copy of accurate minutes and agendas, in the departmental template/format, a week before the meeting. Visitors are directed to appropriate staff member in a professional and efficient manner.
1	Operational support of services	35	Assist the team as required to manage and support services provided by CILT, including end-user support and application support, with a specific focus on UCT's lecture recording system.	Services provided by CILT are well supported
2	Proof-of-concept evaluation and implementation of educational technologies	20	Evaluate new educational technologies or system components for use at UCT including installing on servers, testing and evaluation, customization for local requirements, interaction with developers, open-source community and vendors and early lifecycle implementation.	New technologies with potential are thoroughly investigated and assessed, and where viable installed and operationalized.
3	Systems administration and support	15	Assist with system administration tasks for all development and production servers managed by CILT	Servers are managed appropriately, backed up correctly and monitored. Service interruptions are minimized. Servers perform as expected.
4	Systems integration and process automation	15	Improve integration between systems and automation of support and workflow processes by appropriate use of scripting, webservice and other techniques	Systems are appropriately integrated, manual work is reduced, team processes are more efficient leading to an improvement in accuracy and end-user satisfaction.
5	Quality improvement	15	Analyse the end-to-end usage, performance, throughput and products of production systems (particularly lecture capture and learning management systems) to identify areas for quality improvement	Services and systems provided by CILT operate to consistent quality standards, and are subject to progressive improvement

MINIMUM REQUIREMENTS

Minimum qualifications	NQF6 qualification			
Minimum experience (type and years)	3 years' work experience, including experience with: <ul style="list-style-type: none"> • Linux system administration • SQL databases (for example mysql) • audio-visual and IT hardware • at least 1 programming language (for example Java or Python) 			
Skills	Programming (at least 1 language), Linux system administration, relational databases, web services, scripting, basic TCP/IP networking, hardware troubleshooting			
Knowledge	Understanding of computer hardware and software, interaction between systems			
Professional registration or license requirements	None			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	Excellent attention to detail. Troubleshooting and diagnostic skills. Excellent communication skills and ability to work constructively with peers and colleagues elsewhere at UCT.			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Adaptability/ flexibility	2	Continuous learning	2
	Analytical thinking / Problem solving	2	Creativity and innovation	2
	Communication	2	Follow up	2
	Conceptual thinking	2	Information management	2
	Professional knowledge and skill	2	Quality commitment/ work standards	2
	Stress tolerance	2	Results focus	2
Initiating action / initiative	2	Teamwork / collaboration	2	

SCOPE OF RESPONSIBILITY

Functions responsible for	Investigation, implementation and operational support of educational technologies as required by KPAs.
Amount and kind of supervision received	The person in this job role is expected to operate independently with light supervision and feedback from line manager on a weekly basis, or on specific incidents or tasks as required.
Amount and kind of supervision exercised	This position does not supervise other staff.
Decisions which can be made	Implementation decisions within agreed designs, frameworks and processes.
Decisions which must be referred	Procurement decisions, decisions with budget implications, decisions with significant end-user impact.

CONTACTS AND RELATIONSHIPS

Internal to UCT	Other team members in Learning Technologies team, staff in ICTS (multiple teams), staff in Properties & Services (timetable, venues)
External to UCT	Community members in open-source projects (peer universities world-wide), companies contracted to provide support to UCT for specific projects and services.