Dated 8 October, 2018

HUMANITARIAN LEADERSHIP ACADEMY

TERMS OF REFERENCE
Learning Platforms Technical Consultant
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**Title:** Learning Platforms Technical Consultant

**Duration of contract:** 6 months

**Role:** Fixed term contract

**Salary:** To be agreed

**Location:** Remote

**Background and context:**
The Academy is a global learning initiative for the humanitarian sector. Its mission is to enable people around the world to prepare for and respond to crises in their own countries. It will achieve this through a global digital platform for learning, and a network of Affiliate Academy Centres around the world. It is a UK-registered charity, with core funding currently provided by key partners including the UK Government’s Department for International Development.

The Academy current operates two key online platforms: Kaya, and HPass. Kaya is an integrated knowledge and learning platform (based on Moodle/Totara) for all humanitarian professionals and volunteers; The HPass platform works with humanitarian employers, training providers, and prospective and current employees and volunteers to recognise individuals’ skills and learning. The HPass platform is part of the wider, cross-sector HPass project, which will in future become an independent entity separate to the Academy.

The Academy has identified some key developments which the Learning Solutions Platforms’ team requires in order to fulfil the platform product roadmap deliverables for the next 6 months.

1. **Objectives of contract**

   To (a) lead a review of several existing platform customisations to assess and validate their utility/durability/efficiency; and b) scope and develop new platform functionality as part of the platform roadmap.

2. **Scope – description of services**

   1. Scope and develop an interactive survey assessment tool (plugin) for the Moodle/Totara platform, that will allow organisations to determine the gaps in their learning and institutional capacities. Generating results based on non-linear question combinations.
   2. Research and implement a payment gateway solution on the learning platform to allow for the purchase and resubscription of online courses.
3. Review current platform customisations and make recommendations on future developments in line with the platform’s roadmap and core business strategy.
4. Review the Learning Locker integration project to date, reporting on potential future developments and partner’s capability/capacity to deliver.
5. Work closely with the Academy’s platform manager to explore User Experience (UX) improvements, identifying issues that can be addressed in-house versus those requiring external contracting.
6. Work with key partners through the External Relations team to gather and consolidate business needs for bespoke portal solutions

3. Skills and Qualities

1. Have in-depth knowledge of PHP and best practices
2. In-depth knowledge of JavaScript, JQuery, AJAX & HTML
3. Analyse Specification documents for accuracy and clarity
4. Strong knowledge of LAMP (Linux, Apache, MySQL, PHP)
5. Expert in Virtual Learning Environments (specifically Moodle & Totara) Strong communication, initiative & collaboration skills
6. Git Version Control best practices
7. Excellent knowledge of PHP Unit & behat testing
8. Linux Shell scripting
9. Knowledge of current Moodle/Totara trends, including learning data analytics reporting.
10. Experience with modern coding, testing, debugging and automation techniques.
11. Expert knowledge of software development lifecycles (Waterfall, Agile, Prototyping etc.) and associated documentation.
12. Robust understanding of information security principles.
13. Knowledge of supporting infrastructures including databases, middleware and communications technologies required for web services/APIs.

4. Person Specification

1. Must have at least 3 or more years’ experience in a Development role.
2. The successful candidate must have a strong desire to always help colleagues when they are stuck on a problem. This skill must remain strong even when working on your own development projects.
3. Educated to degree level or equivalent in a relevant discipline

5. Resources and engagement from the Academy

The Platforms Technical Consultant will be managed by the Global Director of Learning Solutions and will work closely with the Platform Solutions Manager and wider Learning and Organisational Solutions team.

6. Proposed schedule

Role to start immediately.