

JOB DESCRIPTION

POST TITLE:	e-Learning and Digital Resource Developer
GRADE:	Harmonised Salary Scale Point 26-32 (£25,773 - £30,767)
WORK ARRANGEMENTS:	37 hours per week/52 weeks per year
DEPARTMENT:	Product Development
RESPONSIBLE TO:	Innovation and Improvement Manager
RESPONSIBLE FOR:	The e-Learning and Digital Resource Developer is primarily responsible for the delivery of online learning content and the work activities of team members, subject matter experts (SMEs) and wider College staff contributing towards its production. Having strong instructional design skills and digital resource focus, they will lead on the delivery of a wide range content production projects. They will be able to design and develop educational resources across multiple platforms and lead the development of online learning materials within College. They will maintain a thorough knowledge of teaching, learning and assessment, coupled with competence in the use online media and digital learning content creation products.

PURPOSE OF THE POST

To deliver digital and eLearning products and resources to support teaching, learning and assessment.

DUTIES AND RESPONSIBILITIES

1. Work with and organise the input from subject matter experts and teaching staff to create high quality, accessible, interactive, on-line resources for learning.
2. Provide instructional design expertise to ensure the College delivers an effective, accessible, inclusive and student focussed online learning experience.
3. Use appropriate planning, design and scripting methods to ensure high quality appropriate resources are created within agreed budget and time constraints.
4. Support in the management of the full content development lifecycle from the planning, specification and scoping stage through to the storyboarding, content development, monitoring, commissioning and review. Ensuring all copyright permissions are professionally observed and appropriately managed.

5. Preparing documentation and other resources to support the ongoing delivery and maintenance of online educational media.
6. Managing final sign-off and handover of completed online educational media to the delivery team clients.
7. Through good communication with delivery staff and managers, identify and prioritise resources to be developed in-house which cannot be efficiently and economically procured externally.
8. Effectively integrate opportunities within online educational media to demonstrate that formative and summative learning have taken place.
9. Shape best practice and provide training and support in the provision of learning resources in the College learning and assessment platforms.
10. Embrace the College model for the development and delivery of blended learning and support and enthuse colleagues to do the same.
11. Contribute to the development of best practice methods for blended learning activity tracking and encourage staff and students to assess learning progress.
12. Be forward looking and explore new and exciting technologies for learning to continuously improve the student learning experience. This will include adapting to new technologies and gamification for interactive learning.
13. Support College managers by providing online learning utilisation and impact reports to evaluate the impact of online resources on student learning and the staff teaching experience.
14. Assist in the production of guides that document TEL systems, resources and procedures.
15. Assist in the setting targets in line with the Business Plan objectives through the Personal Development Review process and 1:1 meetings
16. To lead by example in the delivery of outstanding customer service.
17. To organise, lead and participate in team and project meetings.
18. To develop and maintain high standards of support for learning through a detailed, current and competent knowledge of available learning resources and technologies
19. Effectively communicate, liaise and engage with College staff based at locations away from the main College site, project stakeholders.
20. To maintain high standards in continuous professional development, including the completion of appropriate professional qualifications.
21. To attend, record and evaluate workforce development as required.

GENERAL

1. Take responsibility for one's own professional development and continually update as necessary, participating in appropriate staff development activities as required including the Professional Development Review.
2. Promote a positive image of the College and the work that is carried out across its various services.
3. Comply with all legislative and regulatory requirements.
4. Apply the College's own Safeguarding Policy and practices and attend training as requested.
5. Show a commitment to diversity, equal opportunities and anti-discriminatory practices. The post holder is expected to comply with and promote the College's Equal Opportunities Policy in all aspects of their duties and responsibilities.
6. Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.
7. Take an active role in the health, safety and welfare of students and staff, attending training and carrying out health and safety related activities as appropriate to the role.

Person Specification

Post:	e-Learning and Digital Resource Developer	Department:	Product Development
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Key Requirements:	Essential/ Desirable	Assessed
Qualifications:		
Possess a Level 4 qualification in e-Learning content development, software development, digital interface design or similar relevant qualification.	E	A/I
Possess or have a willingness to work towards a relevant professional qualification at Level 5 or 6.	E	A/I
Educated to a minimum of English/Maths at Level 2 (GCSE Grade C/4 or above)	E	A
Possess or have a willingness to work towards a teaching qualification	D	A/I
Experience:		
Recent practical experience in the use of educational content development software to produce interactive online learning resources	E	A/I
A variety of experience and knowledge developing digital learning resources in a practical setting	E	A/I
Recent practical experience working with subject matter experts in managing the development of projects.	E	A/I
An understanding of web-based tools and resources to support learning and assessment (e.g. Flip Grid, Near Pod, MS Teams etc)	E	A/I
Innovative use of technology and resources to support learning	E	A/I/P
Experience administering and implementing LMS platforms (Moodle or similar) and online portfolio systems (OneFile/eTrack or similar)	E	A/I
Recent practical experience working with software development tools and/or programming applications	D	A/I/P
Recent practical experience of working in education, delivering training and developing online learning and assessment resources	D	A/I
3 years' experience in an online content design or software development authoring role	D	A/I
Use of reporting tools, scripts and Office software products to report on resource/system usage, impact and performance	D	A/I
Skills/Knowledge:		
Excellent graphic/interface design skills with strong attention to detail	E	I/P
Knowledge of a range of software including Articulate 360, Adobe Creative Cloud and writing in HTML5 or similar language	E	I/P
Use of the Moodle VLE platform to develop and deliver online learning	E	A/I
Knowledge and skills in developing and working with common online learning resource formats and codes e.g. SCORM, PDF, TinCan etc.	E	A/I/P
Knowledge and skills in designing for accessibility and inclusion	E	A/I/P
Excellent interpersonal and communication skills with the ability to influence and support SME's in a positive manner	E	I
High level of organisation, ICT and administrative skills	E	A/I
Proficient in MS Teams and a range of associated applications to support learning	D	A/I

Experience using Unity, Unreal Engine or similar gamification for interactive learning tools to develop engaging resources e.g. the use of AR and VR technologies	D	A/I
Experience working with animation and video recording/editing software (Adobe Premiere Pro, Adobe Animate and Powtoon)	D	A/I/P
Supporting internal quality assurance systems by producing system utilisation reports	D	A/I
Qualities:		
A drive for delivering innovative and effective digital learning	E	I
A passion to create learning simulations, games, informal learning, mobile learning and understanding the role of virtual environments in education	E	I/P
Self-motivation to keep abreast of latest developments in digital learning technologies	E	I
The ability to work effectively as a team member	E	I
Demonstrate creativity and the ability to build a highly engaging, interactive and responsive learning experience within budget and time constraints	E	I
Have an enthusiastic and flexible approach to their work	E	I
Outstanding planning and time management skills and an ability to work productively and meet deadlines	E	I
Ability to manage processes and practices to deliver high quality outputs	E	I
Ability to listen, question, prioritise and maintain a high standard of accuracy and detail when undertaking work activities	E	I
Ability to coach and encourage others to deliver high quality outputs	E	I
Ability to persevere when faced with a technical challenge, to research for solutions and seek help when appropriate	E	I
Ability to work independently without close supervision and use initiative in delivering services that support the strategies and priorities of the College	E	I
Other Requirements:		
An understanding of Safeguarding of Children & Vulnerable Adults within the workplace	E	A/I
Full commitment to Equal Opportunities and anti-discriminatory working practices	E	A/I
Your previous work/life history provides evidence that you are safe to work with children and vulnerable adults	E	A/I
Demonstrate a commitment to self-development	E	I
Be prepared to use own vehicle or public transport to travel to different locations	D	I

E = Essential D = Desirable A = Application I = Interview P = Portfolio

Produced by:	Laura Davison	Date Produced:	January 2021
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