Role Profile

Role Title:	E-Learning Developer
Department:	Corporate Affairs
Role Purpose:	To design, develop and procure digital learning solutions that build upon and expand our current online learning provision. The E-Learning Developer will lead the digital learning programme and work with internal and external partners to develop high quality, innovative and accessible learning solutions.
Reporting to:	Digital Content Manager
Responsible for:	n/a
Disclosure level:	n/a
Role Level:	Frontline Worker

Key Role Responsibilities	Work with the Talent Development Manager to design, develop, and procure high quality digital learning solutions that enable us to maximise the performance of our people. To work with the Talent Development Manager, OD Manager, and external learning providers to identify opportunities to enhance our core training programmes using blended or online learning. To identify and take forward opportunities to improve the online learner experience, including regularly reviewing and refreshing online content and the functionality within our LMS. To explore ways of using existing or new technology to make learning more readily accessible to all staff; for example through virtual delivery, mobile technology or bitesize learning. Work with the Resourcing Manager to design and develop appropriate selection techniques to assess skills, knowledge and behaviours of our candidates. To support the implementation of the organisational development programme of work and wider people initiatives. Analyse and interpret learning information to proactively identify trends, patterns and advise on appropriate solutions.

	To work with HRSS to ensure complete and accurate records within the Learning Management System and associated business systems.

Education, Qualifications and Training	Educated to degree level or equivalent level professional qualification in IT, Media or related subject. Evidence of ongoing continuous professional development.
Knowledge and Experience	Significant experience of using authoring tools for digital learning, particularly Captivate, Articulate 360, Adobe Creative Cloud, Adobe Spark, Photoshop and Storyline knowledge and experience of associated standards such as SCORM. Proven knowledge and experience of creating impactful learning material using: • video production (including lighting, sound, filming and editing) • web technologies such as HTML5, CSS and JavaScript. • graphic and web design principles (for web and print) • animation/motion graphics (i.e After Effects) Thorough understanding of the E-learning sector, best practice and related technologies. Ability to identify and deliver appropriate solutions that support business strategy and learner needs. Track record of building collaborative relationships with key stakeholders. Experience providing reports and managing data. Experience of working with subject matter experts and other internal and external staff to design engaging content. Knowledge and experience of implementing and maintaining a Learning Management System. Knowledge of learning and development theories, methodologies and techniques, with a focus on instructional design theory.
Role Specific Skills & Behaviours	High customer service focus, with excellent communication and interpersonal skills. Well organised, with the ability to work to tight deadlines and excellent attention to detail.

	Excellent management skills with the ability to build successful teams, and inspire, coach and motivate others to achieve results and deliver excellent outcomes.
	Strong understanding and respect for confidentiality.
	Ability to adapt to changing demands and deadlines.
	Innovative and creative.
	Maintains effective work behaviour in the face of setbacks or pressure. Excellent IT and social media skills
	Understanding of and commitment to the principles of equality and diversity.