

# Job Description

<b>Job Title:</b>	Lead Learning Solutions Developer
<b>Department:</b>	Institute of Swimming Learning Solutions
<b>Reporting To:</b>	Head of Learning Solutions
<b>Location:</b>	SportPark, Loughborough, remote working also considered
<b>Job Purpose:</b>	Lead in the design and development of online and blended learning solutions and supporting tutor resources.

## Scope and Accountabilities

(The degree of leadership / managerial / budgetary or people responsibility and/or key focus of the role - what it is expected to deliver)

- Responsible for the detailed planning of assigned projects ensuring project deadlines are adhered to
- Responsible for the design and development of learning interactions
- Responsible for the consistency of quality across development projects ensuring the quality development process is followed throughout
- Responsible for updating own knowledge of emerging technology that may impact upon curriculum delivery within the organisation
- Responsible for ensuring design approaches take into account the commercial implications of the project
- Responsible for the line management of the Learning Solutions Developer and Designers

## Working Relationships

(The breadth of collaborative working and influence over internal / external stakeholders)

- Liaise with subject matter experts to determine technical content
- Communicate appropriately and effectively with tutors and learners at appropriate points during the project development process (e.g. content design, tutor training, evaluation)
- Build a strong working relationship with colleagues in the Learning Solutions team in order to provide timely support and ensure a collaborative approach

## Influence

(The extent to which the role demands strategic thinking to influence colleagues and stakeholders in support of the organisation's aims.)

- To develop online and blended learning products which provide accessible and flexible learning opportunities for IoS customers
- To support the development of a standard bank of tutor resources which will improve the quality and consistency of course delivery
- To support the development of new learning solutions to improve the quality of learning delivery in order to enhance the development of the teaching and coaching workforce
- To respond to customer feedback in order to support product development and improve the quality of the customer experience

## Managerial / Professional Expertise

(The degree of technical knowledge & experience which is needed)

- To build and maintain an in-depth working knowledge of the Totara LMS from a learner, developer, tutor and administrative viewpoint
- Use expertise in understanding of online learning systems to develop and improve the quality of curriculum delivery, assessment and the building of learning communities
- Use a high level of expertise in online and blended learning design, including the design of online learning interactions
- To build and maintain a sound operational knowledge of Articulate 360 software

## Deliverables:

(The actual tasks and KPIs against which performance is measured and appraised)

- Liaise with subject matter experts to determine appropriate level of content for each project
- Review product designs and make appropriate amendments, working closely with Learning Solutions design colleagues
- Produce detailed plans for assigned projects
- Support the Head of Learning Solutions to prioritise and organise the workload of the Learning Solutions Designers and Developers
- Design and develop learning interactions for online and digital learning solutions using appropriate software
- Support the audio-visual production process
- Support the tutor training team to develop and deliver direct training and training assets related to new online/blended learning products
- Ensure the effective line management of allocated direct reports including developing and monitoring work programmes, providing 1-1 support as required and managing the performance development review process
- Work closely with the Head of Learning Solutions to ensure continuous review and updating of the quality development process
- The post holder will carry out any other duties as are within the scope, spirit and purpose of the job as requested by the line manager or Head of Department
- The post holder will proactively comply with and promote all organisational policies, in particular those relating to Equality and Diversity and Health and Safety

## Person Specification

<b>Skills:</b>	<b>Essential</b>	<b>Desirable</b>
Ability to design online/blended eLearning solutions which follow an educational syllabus and meet learner needs	E	
Excellent communication and interpersonal skills (written and verbal)	E	
Ability to produce detailed project plans	E	
Ability to mentor less experienced team members	E	
<b>Knowledge:</b>		
Demonstrable knowledge of developing learning resources using a variety of eLearning software	E	
A good working knowledge of Articulate 360 software package	E	
Demonstrable working knowledge of using image editing software to create learning resources, i.e. Adobe Photoshop	E	
A good working knowledge of Totara LMS		D
An understanding of how to use online learning systems either as a learner or an administrator	E	
Experience with the creation and editing of video assets		D
Understanding of UX/UI design principles		D
<b>Experience:</b>		
Demonstrable experience of working to project plans and meeting deadlines	E	
Demonstrable experience of communicating with and supporting a wide audience of users	E	
Experience of supporting stakeholders in the use of eLearning technology		D
<b>Approach:</b>		
Flexibility to work outside of normal working hours including occasional evening and weekend work	E	
A flexible approach to work, resilient and able to work under pressure	E	
Willing to visit tutors and learners out in the workplace	E	
Motivated to learn and develop when faced with new technology	E	
<b>Qualifications:</b>		
Hold a full, valid, driving licence	E	

GCSE Grade A-C / 4 or above or equivalent in English and Maths	E	
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## Your Personal and Career Development Plan

### **Performance and Career Prospects:**

(The progression routes to other roles within the business)

This role has been graded Yellow on our Career pathway, therefore other Yellow graded roles could offer additional skills or experience. Green, Blue or Purple graded roles would offer progression.