

## JOB DESCRIPTION

APPENDIX C

Before completing this form, please read the BTP 'Guide to writing job descriptions for Police Staff roles' Appendix B to the SOP.

### A. POST DETAILS:

Job Title:	Digital Learning Designer and Facilitator	Current Grade:	B001
Department:	Digital Training Team	Area:	L&D/LU
Reports To:	Digital Training Manager	No of Posts:	1
Level of vetting			

### B. PURPOSE OF THE POST: *Why the post exists and what it has to achieve*

The digital learning designer and facilitator will be responsible for the design and development of innovative digital learning solutions. They will be part of a forward thinking team and given creative freedom to develop digital learning solutions to meet the needs of the force.

The digital learning designer will work with L&D, stakeholders and SMEs to create blended learning programmes as well as stand alone digital solutions. This role will also be responsible for creating and facilitating the running of digital immersive learning courses using our Hydra system; in collaboration with SMEs.

### C. DIMENSIONS OF THE POST *The key statistics associated with the post*

#### Financial – Direct or Non-Direct

None

#### Staff Responsibilities – Direct or Non-Direct

None

#### Any Other Statistical Data

None

REWARD

**D. PRINCIPAL ACCOUNTABILITIES:** *What the job is accountable for and required to deliver*

To work with SMEs to design, develop and facilitate immersive learning courses for staff, officers and partner agencies on a wide range of topics, from fatality management to major incident exercises including management development

To design and develop new digital content for the BTP using a variety of media such as e-learning, videos and podcasts and also update existing content where required.

To project manage new requests for digital learning solutions, collaborating closely with SMEs and stakeholders to understand their needs and requirements.

To working from a brief and suggest the most appropriate solution and advising on the best design both for aesthetic purposes and learner usability.

To be responsible for the design, development and evaluation elements of the learning cycle when working on new requests for digital learning solutions.

To manage multiple projects at any one time, using and prioritising your time effectively with minimal supervision, to ensure that deadlines are met.

To create scripts and storyboards for learning solutions to be approved by managers and SMEs

To organise and carry out filming/ audio recording where necessary for learning solutions.

To use authoring and editing tools to produce digital content to a high standard.

To upload new content and manage existing content on our Learning Management System (excluding reporting).

Establish effective relationships with key internal and external partners to implement a collaborative approach to learning and development and ensure the best outcome for the learner.

To keep skills and knowledge up to date by being aware of new learning technologies and techniques, best practice in this area and introducing new ideas to the team

To be responsible for the use and maintenance of all the development software and equipment in the team, including the immersive learning (hydra) system.

**E. DECISION MAKING:**

Make decisions

Make decisions on best approach to digital learning solutions

Significant say in decisions

**F. CONTACT WITH OTHERS:** *The frequent contacts the post holder has with others and for what purpose*

**Internal**

**Digital Training Manager**

Digital Training Team

**Regional Training Managers**

Regional Trainers

**Crime Training Manager**

**Leadership Academy**

**Divisional Planners/DMS Team**

**L&D Service centre**

**Heads of Departments**

**External**

**Other Police Forces**

**Railway Industry Partners- Network Rail, TOCs**

**College of Policing**

Software/ Digital learning providers

**The Hydra (Immersive Learning) Foundation**

**G. REQUIREMENTS:** *The skills, knowledge, experience, qualifications and training required to perform the job.*

**Essential Criteria:**

**Qualifications and Training:**

**PTTLS or Nationally recognised Training qualification**

**or**

**Digital Learning qualification**

**Experience:**

**Design and development of various digital learning solutions**

**Design and delivery of training courses**

**Skills:**

**Ability to communicate effectively at all levels**

**Work well within a team**

Work with minimal supervision

**Good facilitation skills**

**Good presentation skills**

**Strong time management skills**

**Fully competent in using and operating IT programmes such as microsoft office word, excel, outlook and access.**

**Fully competent in using design and/or editing software such as Captivate, Storyline, Nimble, Premier or similar to produce digital learning solutions to a high standard.**

**Excellent (creative) writing skills**

**Exceptional accuracy and attention to detail**

Willingness to learn new ways of working to improve the quality of learning solutions

**Passionate about the latest and newly emerging learning technologies**

**Knowledge:**

**High level of technical and creative design knowledge**

**Desired Criteria:**

**Qualifications and Training:**

**Attended and passed Hydra Facilitator Course**

Degree or qualification in a related discipline

**Experience:**

**Previous experience working within the Police or the Railway industry.**

Previous experience working in an L&D role

Previous experience in a hydra training role

Previous experience working in a similar digital learning design role

Experience with gamification or an understanding of the principle of game design

**Skills:**

**Knowledge:**

- H. ANY ADDITIONAL INFORMATION:** *Information relevant to the role, including any particularly challenging/ difficult aspects of the job. If competencies have been developed for this post, these can be listed here.*

**Occasional travel within the UK to other BTP sites, external agencies, to attend meetings and for CPD.**

**To be flexible around the need for occasional weekend and evening working.**

**On occasions may be required to assist in the facilitation of other training courses.**

**I. AUTHORISATION DETAILS**

Prepared By: Katy Livesey

Date: 09/04/2018

Area Commander  
/FHQ HoD:

Date:

**REWARD**