

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 Developer	Current Grade:	B001
Department:	Digital Training Team	Area:	L&D/LU
Reports To:	Digital Training Manager	No of Posts:	1
Level of vetting	TBC		

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

The digital learning designer and developer will be responsible for the design and technical development of innovative digital learning solutions. They will be part of a forward thinking team, developing creative digital learning solutions to meet the needs of the force.

The digital learning designer will work with the Digital Training Manager, wider L&D, stakeholders and SMEs to create blended learning programmes and immersive exercises using our Hydra simulation system. This role will also be responsible for creating and curating standalone Digital Learning products and also supporting Trainers and SMEs to create their own basic digital learning products.

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 trainers and SMEs to help design new, and re-design existing learning programmes with a blended learning approach

To design and develop any new digital learning content for BTP whether as part of a blended learning programme or as a standalone product; using a variety of media such as e-learning, videos, podcasts, gamification, virtual reality.

To update existing digital learning content where necessary

To ensure any digital content is compatible with any existing and future Learning Management systems BTP may use

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

To work 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 the Digital Training Manager 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, professional 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 work as part of a team to ensure a consistent approach to digital learning solutions

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 create any digital media required for our Hydra immersive learning system

To be responsible for the use and maintenance of all the development software and equipment in the team.

E. DECISION MAKING:

Make decisions

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

Other Digital Learning Designers

Digital Trainers

Hydra Trainer

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:

Digital Learning qualification

Digital Design qualification

Experience:

Designing digital learning products

Developing digital learning products

Previous experience working in a similar Digital Learning Design role

Experience in using digital authoring tools such as captivate, storyline

Experiencing in using different video software such as Vyond, Videoscribe

Experiencing in filming, producing and editing video content for learning

Skills:

Ability to communicate effectively at all levels

Ability to manage multiple projects at once

Work well within a team

Work with minimal supervision

Strong time management skills

Fully competent in using and operating the full suite of Microsoft 365 products

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

Excellent creative design 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:

Project management qualification

Learning and Development Qualification

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

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

Experience with virtual or augmented reality

Skills:

Game design for learning

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 and overnight stays within the UK to other BTP sites, external agencies, to attend meetings, support training and for CPD.

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

I. AUTHORISATION DETAILS

Prepared By: Katy Livesey

Date: 07/12/2020

Area Commander

/FHQ HoD:

Date:

REWARD