JOB DESCRIPTION

Job Title	Digital Learning Designer
Reports to	Digital Learning Manager
Reporting staff	None

Job Purpose

To develop digital learning in support of the Service's People Development strategy to provide a holistic approach to operational and behavioural development.

Enhance knowledge transfer and the learner experience through the facilitation of innovative e-learning and blended learning programmes.

Provide one-to-one and group support for departments seeking to digital e-learning approaches and design support for learners in using digital learning tools.

Support the Digital Learning Manager in the selection, application and development of technology in respect of e learning to inform decision-making about technology-enhanced learning.

Generic Responsibilities/Job Family

Technical

To provide specific support to a Service department or function which may include maintenance of records, distribution of information, participating in events or co-ordinating application/assessment processes.

To act as a point of contact for the function and provide appropriate advice, guidance and support

To ensure effective systems are in place and provide advice to senior managers regarding system development and review.

	Specific Responsibilities
1	Research, develop and implement Digital Learning and Blended Learning initiatives and techniques in accordance with the overarching People Development Strategy: providing one-to-one and group support for departments seeking to develop Digital Learning and effectively design and deploy solutions that leverage learning technologies to increase service competency, support performance and enhance personal development.
2	Support the Digital Learning Manager in Service wide learner-focused projects including identifying and evaluating tools, new approaches to Digital Learning and emerging notions of embedding Digital Learning in department functions
3	Utilise multimedia software packages, external content and authoring tools in the design and development of versatile learning solutions that incorporate technical illustrations, video extracts and themed animations to achieve learning outcomes.
4	Work with the Service to develop a holistic skills pathway and design, manage and maintain - learning programmes for appropriate staff groups to ensure a skills pathway is achieved.
5	Evaluate Digital Learning to ensure that the Service is meeting learner needs, is an effective method of delivering operational competence and all staff training and assessment solutions are current and complaint.
6	Support the Learning and Organisational Development (L&OD) team to uphold professional creative design standards, identify appropriate product deployment methods and proactively seek out opportunities to convert existing classroom-based interventions into digital learning provisions.
7	Ensure that learner experience is always considered throughout the instructional design process and develop internal communications on aspects of Digital Learning to ensure that L&OD activities are available and accessible to all.
8	Support the L&OD team on the selection, application and development of technology to inform decision-making about Digital Learning work with national groups to ensure that Digital Learning development is optimised. Through external networking and research keep abreast of the learning technologies industry.
9	Help develop initiatives for Digital Learning and learning support that meet the needs of Operational and Corporate requirements.
10	To provide specific support to a Service department or function which may include maintenance of records, distribution of information, participating in events or co-ordinating application/assessment processes.