ROYAL COLLEGE OF
PHYSICIANS AND
SURGEONS OF GLASGOW

Job Description

Section 1 – Description

Job Title: Digital Learning Officer (Fixed Term, 6 months)

Grade   Salary Scale – Grade 4 - £26,369 - £30,137

Location: Royal College of Physicians and Surgeons of Glasgow

Reports to: Digital Learning Manager

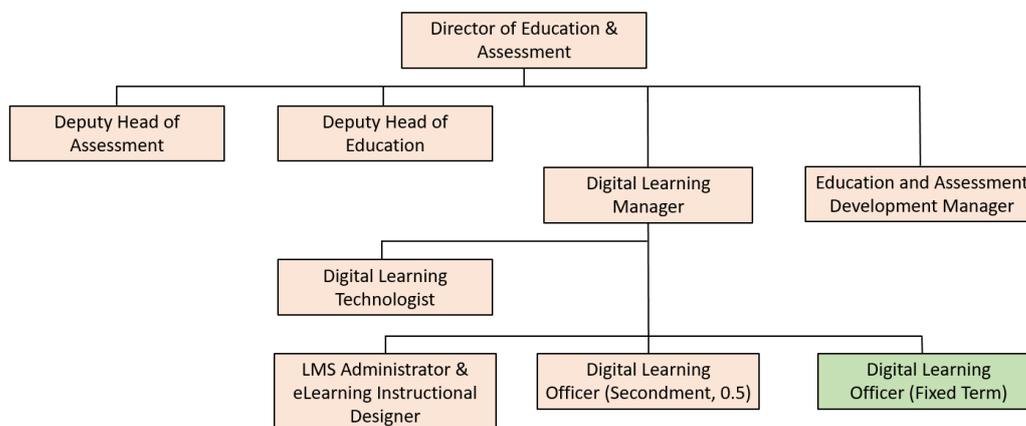**Date:**   August 2020

Section 2 - Job Purpose

The post-holder will be working as a part of the digital learning team delivering digital education products and events that meet the needs of its members and prospective members, improve their learning experience and promote engagement. The fixed-term post will have a key focus on content creation.

The post-holder will be responsible for development of creative, engaging and informative digital and blended learning content. They will work together with colleagues from the wider Education and Assessment team, clinicians and subject matter experts supporting the integration of technology into education and assessment activity.

They will be expected to review existing learning solutions and adapt content when required ensuring it is up to date and relevant and to maintain processes, allowing all team members to follow consistent approach.

In addition, the post-holder will support the delivery of webinars and live-online learning and administrative tasks.

Section 3 - Organisation Chart

Section 4 – Dimensions of Role

- No budgetary or staff responsibility
- Working on multiple content development projects concurrently
- Supporting the delivery of weekly educational events
- Over 1,000 unique learners on LMS per annum
- Approximately 20 weekly contacts from learners

Section 5 - Main Responsibilities and Role

- To support the designing and development of digital and blended learning solutions - including instructional design and working in collaboration with subject matter experts
- To support the planning, development and recording of video and audio content
- To support the innovative use of technology in promoting all education and assessment activity with the aim of improving the learners' experience and engagement
- To work collaboratively with the wider Education and Assessment team and other departments in a variety of cross College project sand activity
- To support the digital learning team in the delivery of webinars and live-online learning events, including scheduling, preparing materials, testing and pre-recording chairs and panellists
- To provide LMS administration support for education and training events
- Any other duties as designated by the Digital Learning Manager

Section 6 – Planning and Organising

The post-holder will be expected to work together with colleagues within the digital learning team and collaboratively with the wider education team.

They must have a keen eye for detail, the ability to prioritise effectively, work in multiple projects and to manage strict deadlines.

Section 7 – Decision-Making

The post holder will require the ability to work in a professional and diligent manner with minimum supervision, to use their own initiative and escalate decisions if and when necessary. The majority of decisions taken by the post-holder will fall within standard operating procedures.

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Section 8 – Knowledge, Experience and Skill Set Required

The post-holder will require the following:

Essential:
- Experience of designing and producing digital learning resources, in particular creating creative and engaging eLearning modules and skilled in instructional design, developing storyboards and authoring tools like the Articulate 360 suite
- IT proficient with strong skills in Microsoft Word, Excel, Outlook and PowerPoint
- Experience of an administrative role
- First class communication skills, including the ability to network and develop relationships at all levels internally and externally
- Skilled in careful planning, scheduling and coordination of tasks
- Ability to work flexibly with internal and external stakeholders
- Ability to work to strict deadlines
- Strong attention to detail and accuracy

Desired:
- Degree level qualified in the field of ICT, Multimedia or Learning and Development related discipline
- Familiarity with web-streaming, webinar and/or live online learning delivery
- Understanding of basic Javascript and HTML
- Experience of administering an LMS (Moodle)
- Experience of filming and audio recording and basic editing skills