



Job Description

Section 1 - Description

Job Title: Digital Learning Officer (Learning and Instructional Design)

Location: 232 – 242 St Vincent Street, Glasgow

Reports to: Digital Learning Manager

Date: November 2025

Hours: 0.6 FTE (fixed term – 2-year contract)

Salary: Grade 4

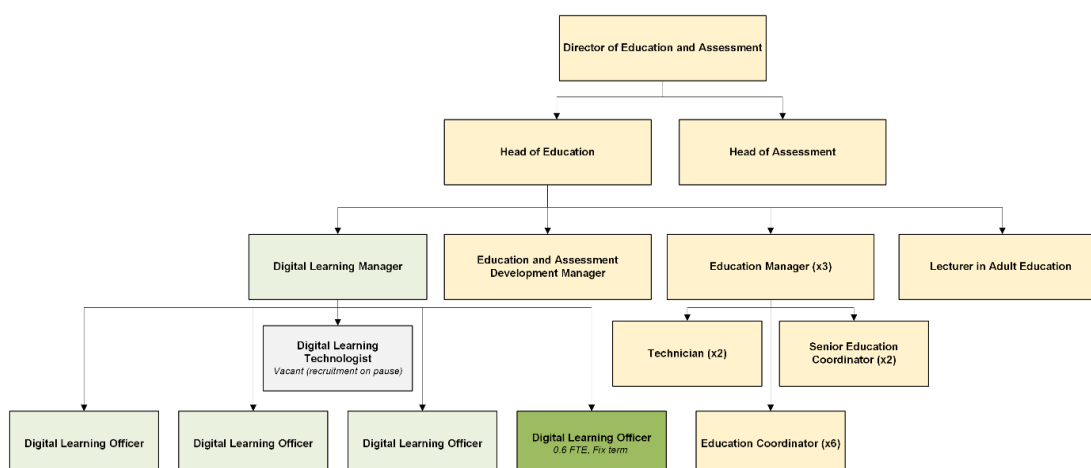
Section 2 - Job Purpose

The post holder will be responsible for designing, developing, and delivering engaging and effective digital and blended learning content. This fixed term post has a focus on development of Professional Skills educational content for our current and prospective Fellows and Members. This includes creating tailored learning experiences that promote continuous growth, enhance professional competencies, and support career advancement within their respective fields.

The role involves working closely with stakeholders to identify learning needs and opportunities, aligning content with professional standards, frameworks, and strategic priorities. The post holder will apply evidence-based instructional and learning design methodologies to transform complex subject matter into clear, logical, and interactive digital and blended learning experiences. Collaborating with subject matter experts, they will ensure that all content is accurate, relevant, and impactful.

They will also evaluate the effectiveness of professional development initiatives through learner feedback, engagement analytics, and performance outcomes, using these insights to refine and improve future offerings. As a key member of the wider digital team, the post holder will contribute to fostering a culture of lifelong learning and excellence, helping clinicians stay at the forefront of their professions in an evolving digital landscape.

Section 3- Organisational chart





Section 4 - Main Responsibilities and Role

The Digital learning officer will provide support in relation to:

- **Instructional Design and Content Development:**
 - Design, develop, and update high-quality digital learning materials, including e-learning modules, videos, and interactive simulations, based on sound instructional design principles.
 - Collaborate with Subject Matter Experts (SMEs) to translate complex topics into clear, concise, and engaging learning content.
 - Create storyboards, scripts, and other design documents to guide the content development process.
- **Authoring & Technology:**
 - Utilise and maintain proficiency in e-learning authoring tools, particularly Articulate 360 (Storyline 360 and Rise 360), to build dynamic and interactive courses.
 - Stay current with emerging trends and technologies in digital learning and recommend new tools or approaches to enhance our offerings.
- **Learning Management System (LMS) Administration:**
 - Manage and administer the Learning Management System (LMS), including course creation, user enrolment, and reporting.
 - Experience with Canvas or a similar enterprise-level LMS is highly desirable.
 - Support users and troubleshoot technical issues related to the LMS and eLearning content.
 - Analyse learning data and provide insights to improve course effectiveness and learner engagement.

Section 5 – Planning and Organising

- Ability to define scope, set clear objectives, and establish realistic timelines for each digital learning initiative.
- Break down complex projects into manageable tasks and milestones, allocating resources (time, tools, and personnel) efficiently to ensure timely delivery.
- Experience in using Microsoft Project to track progress, monitor deliverables, and manage workflows.



Section 6 - Internal and External Relationships

Internal:

- Digital Learning and Education team
- College Staff

External:

- Clinicians, as they are the SMEs

Section 7 - Knowledge, Experience and Skill Set Required

- Strong knowledge of adult learning theory and instructional design models (e.g., ADDIE, SAM).
- Excellent written and verbal communication skills, with the ability to convey complex information clearly and concisely.
- Comprehensive understanding of accessibility in learning design and eLearning authoring
- Project management skills to manage multiple projects and meet deadlines.
- Problem-solving abilities and a keen eye for detail.
- Proven experience in learning design and instructional design, with a portfolio of work demonstrating the ability to create engaging digital learning content.
- Hands-on experience using e-learning authoring tools, with expert-level proficiency in Articulate 360 preferred.
- Demonstrable experience with LMS administration and management, including an understanding of SCORM, xAPI, and other e-learning standards.
- Proven experience in designing and commissioning digital and blended learning programme focused on leadership and professional development to support professional growth across diverse learner groups would be a significant advantage
- Prior experience with the Canvas LMS would be a significant advantage.

Section 8 – Job Context and Special Features

We are seeking a highly motivated and creative Digital Learning Officer to join our team. The successful candidate will be responsible for the end-to-end design, development, and implementation of engaging digital learning content. This role requires a strong focus on learning and instructional design principles, using authoring tools to create interactive and effective learning experiences. The Digital Learning Officer will also play a key role in managing and leveraging our Learning Management System (LMS) to deliver and track learning initiatives.