

JOB DESCRIPTION

SECTION 1

BASIC DATA

Job Holders Name:

Job Title: Learning Technologist (Central Projects)

Reports to: Head of Digital Learning & Libraries

Location: London

Department: Digital Learning & Libraries

Job Family: Specialist

SECTION 2

DEPARTMENT STRUCTURE

Please see appendix A attached.

SECTION 3

OVERALL JOB PURPOSE

Support the development of qualifications across The London Institute of Banking & Finance. Specifically, responsible for central projects the post-holder will also support the development of digital learning experiences in our Higher Education, Corporate Qualifications, and Financial Capability business areas.

The post-holder will support learning development from initial design, materials development and production, through to the review. They will work with Subject Matter Experts, Multi-Media Producer, and Editors to develop and deliver digital learning solutions, using appropriate technologies and media, which meet the pedagogical requirements of the learners.

SECTION 4

PRINCIPAL ACTIVITIES/OUTPUT OF JOB – Learning Technologist (Central projects)

- Work closely with colleagues to inform the learning design decision making process. Guide them through the different options available and the pros and cons of each.
- Work closely with the Content Editor, and Subject Matter Expert (SME) to develop a clear plan that details the content we need to develop for each qualification. Work collectively throughout the project to deliver timely and effective learning materials and experiences.
- Support the SME to create the content for digital learning pieces – providing guidance and practical support where necessary – both in the choice and use of appropriate learning technologies.
- Take core content and develop multi-media pieces – these may be quizzes, animations, videos, webinars, audio learning etc
- Create and maintain permissions in relation to any recordings made.

- Undertake picture research and acquire images, working within agreed budgets.
- Develop and maintain understanding of accessibility in relation to learning technologies.
- Liaise with Production colleagues over final production activity. Ensure that a clear and timely brief is given to the VLE Administrator to upload content, and support where appropriate.
- Liaise with the Project Coordinator to ensure that the qualifications are ready for launch – and that regular reporting is available to key stakeholders throughout the development process.
- Meet regularly with the Learning Technologists across the organisation to share best practice, support each other, define organisational standards, enhance provision, and to work on organisation-wide projects.
- Provide training for colleagues across the organisation on the use of learning technologies, and play an active role in keeping colleagues up to date in this changing environment.
- Undertake any other duties that may reasonably be required to support this project and/or the work of the organisation.

NB This role sits within a matrix structure – and as such the post-holder should be prepared for flexibility in relation to activities.

CONTACTS AND INFLUENCE EXERCISED

Internal contacts across all areas of the organisation and at all levels: often communicating a complex technical area in layman’s language.

Working closely with colleagues in IT to develop solutions that work with our technical infrastructure.

External contacts with corporates and suppliers: understanding needs, building rapport and negotiating terms.

DECISIONS

Indicate the level which best describes the job holder’s involvement in the decision-making process:

| | |
|--|---|
| Follows written and verbal instructions and established guidelines | |
| Interprets policies & procedures | X |
| Participates in the establishment of guidelines & procedures | |
| Acts as final authority to implement policy, guidelines and procedures that affect strategic goals | |

Indicate the statement which best describes the impact of the job holder’s decisions:

| | |
|--|---|
| Restricted to employee’s own work | X |
| Has impact on department/directorate* objectives | |
| Has impact on the London Institute of Banking and Finance objectives | |

Examples of the decisions that are generally made by the job holder

- Prioritisation of own workload
- Together with the team, the most appropriate learning experience / learning technologies
- Frequent contact, discussion and negotiation with SMEs

DEFINITION /CLARITY

Adaptability and pragmatism will be essential as will an ability to juggle a range of tasks across different projects and with tight timeframes is essential. The post-holder will need to remain calm under pressure, and to find solutions to any problems that arise.

ANY ADDITIONAL FEATURES OF NOTE

To fulfil the requirements of this role you may need to attend the other LIBF office regularly as defined by your line manager.

PERSON SPECIFICATION

Job Title: Learning Technologist (Central Projects)

Reports to: Head of Digital Learning and Libraries

Department: Digital Learning and Libraries

| Qualifications, knowledge and professional memberships | Essential/Desirable? | |
|--|-------------------------------|-------------|
| Educated to degree level or above (in a relevant discipline) | E (D) | |
| Knowledge/experience of working within the education sector | E | |
| Knowledge of learning and teaching theories and their use to support effective teaching | E | |
| Technical competencies (skills and experience) | Essential/Desirable? | |
| Experience of developing a range of multi-media learning objects | E | |
| Experience of programme design – influencing faculty in the most appropriate use of digital technologies | E | |
| Experience of working on VLEs (ideally using Moodle) | E (D) | |
| Excellent IT skills, including Microsoft Office And specific e-learning tools, such as: - Adobe Connect, Adobe Premier - Articulate 360, especially Storyline - Audacity - Camtasia - Captivate - Vyond or similar | E | |
| Experience of collaborative working – with excellent, and confident, communication and influencing skills | E | |
| Ability to work well, and calmly, under pressure – managing a demanding workload formed of a wider range of projects with competing deadlines | E | |
| Familiarity with the London Institute of Banking and Finance, and/or the financial services industry | D | |
| Core Competencies (this section should contain the level of competency required to carry out this role. Please refer to the competency framework for clarification where needed. Placing a N/A where the competency is not required as part of the job) | Essential / desirable? | Step |
| Values | | |
| Listening and Learning | E | 1 |
| Innovation | E/D | ½ |
| Support | E | 1 |
| Transparency | E | 1 |
| Collaboration | E | 1 |
| Skills and Experience | | |
| Business thinking | E | 1 |
| Getting things done to achieve results | E | 2 |
| The Customer experience | E | 2 |
| Managing quality and standards | E | 2 |
| Applying judgement and taking decisions | E | 2 |

Signed

Date JOB HOLDER

Signed

Date LINE MANAGER

Digital Learning & Libraries

