

## JOB DESCRIPTION

### SECTION 1

#### BASIC DATA

**Job Holders Name:**

**Job Title:** Learning Technologist

**Reports to:** Senior Learning Technologist

**Location:** Canterbury/London/ Home based

**Department:** Learning Provision

**Job Family:** Specialist

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### SECTION 2

#### DEPARTMENT STRUCTURE

Please see appendix A attached.

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### SECTION 3

#### OVERALL JOB PURPOSE

Work within a small team to develop digital learning assets and resources that support the agreed course design, sharing knowledge and expertise to improve the learning journey.

### SECTION 4

#### PRINCIPAL ACTIVITIES/OUTPUT OF JOB

- Work closely with colleagues, and advise with authority, 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 experience.
- Support the SME to create the content for e-learning pieces – providing guidance and practical support where necessary – both in the choice and use of appropriate learning technologies.
- 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.
- Take core content and develop multi-media pieces – these may be quizzes, animations, videos, webinars, audio learning etc.
- Provide advice and guidance to the team of Learning Technologists as required.
- Share best practice and training support to the Learning technologists.
- Create and maintain permissions in relation to any recordings made.
- Undertake picture research and acquire images, working within agreed budgets.
- To 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 Education Technology team to upload content, and support where appropriate.

- Liaise across the wider team as appropriate 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 Learning Technologist colleagues to share best practice, support each other, define organisational standards, enhance provision, and to work on organisation-wide projects.
- Undertake any other duties that may reasonably be required to support the department and/or the work of the organisation.

### **CONTACTS AND INFLUENCE EXERCISED**

Internal contacts across all areas of the organisation and at all levels.

Frequent contact with SMEs: ensuring they deliver to a prescribed brief. Where necessary provide constructive feedback and support, and even applying the terms of the contract if needed. Resolving issues where differences of opinion on content arise between colleagues working on the programme.

Able to influence and negotiate to achieve appropriate and effective solutions that support the learning needs of the qualifications.

### **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, and that of team
- 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.

This role is central to the development and delivery of effective digital learning assets, and the post holder needs to demonstrate behaviours that support innovation and collaboration, and take a team-based approach.

**ANY ADDITIONAL FEATURES OF NOTE**

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

## PERSON SPECIFICATION

**Job Title:** Learning Technologist

**Reports to:** Senior Learning Technologist

**Department:** Learning provision

<b>Qualifications, knowledge and professional memberships</b>	<b>Essential/Desirable?</b>	
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	
<b>Technical competencies (skills and experience)</b>	<b>Essential/Desirable?</b>	
Experience of developing a range of multi-media learning objects	E	
Experience of instructional design and working with academics	D	
Experience of filming and editing short learning pieces	E	
Experience of working on VLEs (ideally using Moodle and/or Brightspace)	E (D)	
The ability to create multimedia pieces in professional house style.	E	
Excellent IT skills, including Microsoft Office and Teams  And specific e-learning tools and software, such as: - Adobe Connect, Zoom, - Adobe Photoshop/Illustrator - Articulate Storyline 360 suite - Audio software eg Audacity - Video software eg Adobe Premier - Camtasia, Adobe 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	
<b>Core Competencies</b> (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)	<b>Essential / desirable?</b>	<b>Core for all employees</b>
<b>Values</b>		
Collaboration	E	C
Adaptability	E	C
Innovation	E	C
Integrity	E	C
Support	E	C
<b>Skills and Experience</b>	<b>Essential / desirable?</b>	<b>Core or Enhanced?</b>
Communicating effectively	E	C
Business thinking	E	C
Developing Yourself	E	C
Getting things done to achieve results	E	C
Digital Capability	E	En
The Customer Experience	E	C
Managing quality and standards	E	C
Applying judgement and taking decisions	E	C

Signed .....

Date .....JOB HOLDER

Signed .....

Date .....LINE MANAGER

# The London Institute of Banking & Finance

## Appendix A

