



<b>Job title</b>	Learning Content Assistant	<b>Job family and level</b>	Administrative, Professional and Managerial Level 2
<b>School/ Department</b>	University of Nottingham Online	<b>Location</b>	Kings Meadow Campus

## Purpose of role

The purpose of the role is to assist in the financial management and administration of the School by providing support and advice to academic staff and students efficiently and to a high standard.

	<b>Main responsibilities</b> (Primary accountabilities and responsibilities expected to fulfil the role)	<b>% time per year</b>
1.	Explore diverse subjects to uncover their stories, challenges, and triumphs. Investigate, interview, and gather information from experts to gain insights and perspectives.	20%
2	Use your storytelling skills to craft engaging narratives that make complex topics accessible and relatable. Create multimedia content, including videos, articles, and interactive modules, to bring learning to life and edit this using industry standard software.	30%
3	Use an e-learning authoring tool (Articulate Storyline) to build the content for our learners and ensure the materials are accessible based on the WCAG guidelines.	20%
4	Work towards tight publication milestones for each product we produce.	10%
5	Collaborate with cross-functional teams to ensure content aligns with learning objectives and standards.	10%
6	Continuously maintain and improve content based on learner feedback and performance data.	10%

## Person specification

	Essential	Desirable
<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ Strong research and investigative skills, with a keen eye for detail and accuracy.</li> <li>▪ Able to use media editing software using industry standard practices.</li> <li>▪ Excellent storytelling abilities and the ability to communicate complex ideas in a clear and compelling manner.</li> <li>▪ Ability to work independently to resolve complex internal and external queries and to provide and maintain a high level of content production whilst working to deadlines.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Preferably experience using the Adobe creative suite</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>▪ Experience in media production, journalism, or documentary filmmaking.</li> <li>▪ Experience using media editing software in a team setting, working with internal and external stakeholders.</li> <li>▪ Experience using film equipment in studio as well as outside.</li> <li>▪ Experience in building working relationships with internal and external stakeholders</li> <li>▪ Experience of planning own work activities in response to differing departmental needs and deadlines</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience with a learning management system, e-learning authoring tool and agile working methods would be a plus.</li> <li>▪ Experience in a teaching or coaching capacity</li> </ul>
<b>Qualifications, certification and training (relevant to role)</b>	<ul style="list-style-type: none"> <li>▪ GCSE's in Maths and English at Grades A-C/9-4 or Vocational qualification (NVQ2 Administration with Secretarial Skills) or equivalent and experience of an education and/or media production environment <b>or</b> Previous work experience in relevant role.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Qualification in education, media studies, journalism and / or technical media production.</li> </ul>
<b>Statutory, legal or special requirements</b>		<ul style="list-style-type: none"> <li>▪ Awareness of University procedures and relevant legislation.</li> </ul>



## Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

- Valuing people** Is open and welcoming of others, approachable and respectful. Considers the wider point of view and delivers appropriate support and guidance to colleagues.
- Taking ownership** Shows initiative and takes responsibility for own actions. Offers clarity and tactful support to colleagues to aid decisions and actions.
- Forward thinking** Demonstrates the ability to learn, and enjoys the opportunity to develop. Likes to share and implement new ideas and improvements in their area of work. Seeks feedback from others.
- Professional pride** Is self-appraising, seeking feedback from others and acts as a great role-model at all times. Keen to deliver the job well and be an effective member of the team.
- Always inclusive** Is sensitive to the needs of others and understands every person is important, right across the organisation, irrespective of level, culture, disability or any other characteristic.

## Key relationships with others

