



Job title	Learning Design Officer	Job family and level	Administrative, Professional and Managerial Level 3
School/ Department	University of Nottingham Online	Location	University Park Campus/KMC

Purpose of role

The learning design officer will support in running design workshops and consultations to develop the University of Nottingham Online’s learning products. Working closely with a team of content authors and digital content assistants, and under the supervision of the Head of Content, the post holder will assist in the creation of high-quality learning packages that will engage and inform the University of Nottingham Online’s learners. You will have excellent interpersonal skills and the ability to build authentic relationships with academic colleagues and industry partners. You will have the ability to transform authored content into a cohesive learner centred experiences and are able to maintain an accurate record of the design steps in the process.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	<p>Supporting design workshops and co-design sessions</p> <ul style="list-style-type: none"> Contribute ideas to the high-level design of each learning product. Capture the requirements for each product in the manifest document. Provide induction to authors and maintain the development support pages to ensure project contributors are familiar with the processes. Collaborate in co-design sessions with the aim to develop learner focused briefs to inform the learning package development. 	30%
2	<p>Learning package development and quality control</p> <ul style="list-style-type: none"> Use articulate storyline to develop learning packages Apply the models and templates provided to help the team structure the content and deliver a consistent quality output for each project. Combine knowledge about learning processes with UI/UX design, and storytelling to create authentic learning experiences under supervision of the Head of Content. Test accessibility and EDI issues using a checklist Test the overall learner experience and apply feedback to improve each product before it is rolled out to learners. 	40%

3	<p>Organisation and Collaboration</p> <ul style="list-style-type: none"> ▪ Supporting and working with UoNO’s digital content assistants, the HoC and UoNO’s contributors to deliver the digital content for UoNO online learning products. ▪ Ensuring content produced is supplied on brief and on time. ▪ Controlling the asset management for each project, ensuring documentation is accurate and up-to-date and project files are stored using the existing standards and naming conventions. ▪ Ensuring brand consistency is maintained across all content 	30%
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Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Ability to work with academic colleagues to produce online learning materials • Ability to work in a team environment, supporting colleagues and sharing expertise • Ability to work to deadlines and deal with unforeseen issues and changing circumstances • Organisational, planning, prioritisation and project management skills • Ability to use design thinking as a method to overcome technical constraints • Proven communication and interpersonal skills • Advanced skills in Microsoft Word, Excel and PowerPoint. 	
Knowledge and experience	<ul style="list-style-type: none"> • Knowledge of a virtual learning environment, such as Moodle • Knowledge of Digital Learning tools • Knowledge of rapid development tools such as Articulate Storyline and Adapt • Demonstrable experience of design and development of online learning resources • Demonstrable experience of promoting and supporting the creation of blended and / or online learning experiences 	<ul style="list-style-type: none"> • Knowledge of Online pedagogy • Demonstrable ability to identify new opportunities and creative solutions through awareness of teaching methods employed within HE, especially with regard to online learning • Experience on innovative new online learning models, such as MOOCs • Experience of working in the HE sector and directly supporting academics

	<ul style="list-style-type: none"> • Experience in managing own workload • Experience in delivering training or presentations, either one to one or in groups • Experience of working with colleagues from a range of professional backgrounds, including IT specialists 	<ul style="list-style-type: none"> • Experience of working in a learning and development role working directly with subject matter experts
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> • HND or degree (or equivalent) • Or substantial relevant experience 	<ul style="list-style-type: none"> • Higher Level media or learning design-related qualification
Statutory, legal or special requirements	<ul style="list-style-type: none"> • Commitment to equal opportunities • Awareness of issues relating to video, imagery and written assets including copyright/accessibility/GDPR/IP • Ability to be diplomatic in sensitive situations • Understanding the importance of confidentiality 	



As part of this, we welcome a diverse population to join our work force and therefore encourage applicants from all communities, particularly those whose protected characteristics under the Equality Act 2010, are not well-represented in our current staff body.

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



