

JOB DESCRIPTION

Job Title: Learning Resource Designer (Greenwich Online)

Grade: SG5

Department: Vice Chancellor's Office

Responsible to: Production Manager

Responsible for: N/A

Key Contacts: Associate Director of Greenwich Online, Production Manager, Operations Manager, Learning Designers, Module Leads (Online), Programme Leads (Online), Digital Interns, Online Course Coordinator.

Standard Occupational Classification (SoC code): TBC

Non-Contractual Nature of Role Profile: This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.

PURPOSE OF ROLE

The University of Greenwich has an ambitious strategy to 2030 entitled This is Our Time. An important priority within the strategy is to establish an excellent online learning provision, establishing new innovative programmes along with supporting existing provision to develop further.

Learning Resource designers are a key point of contact for academic teams in the design and creation of digital materials and resources for online curriculum. Fielding questions and providing best practice guidance, they work in partnership with academic colleagues to ensure our course content is of high quality and accessible.

Reporting to the Production Manager and working closely with Module Leads and Learning Designers, this role will perform corrective actions to maintain quality standards, create learning resources and advise on suitable approaches and tools available to create materials.

KEY ACCOUNTABILITIES

Team Specific:

- To be responsible for the quality assurance of digital content and media material for use in online module delivery.
- To perform amendments to module materials received from academic teams, ensuring that quality, technical and accessibility standards are met.
- To work proactively in ensuring module materials are created within defined timescales and that any issues or queries that might delay module development are resolved or highlighted.
- To collaborate and advise staff in the creation of digital learning materials across a variety of formats e.g. video, podcasts, interactive quizzes, and images.
- To assist where relevant in the course design process, providing guidance and support to ensure effective development of online modules.
- To act as a representative for Greenwich Online, internally and externally.

Generic:

- To communicate effectively.
- To support others in a collegiate and effective way
- Take a solution focused approach to problem solving.
- Adapt to change in a supportive, positive manner.
- Ability to manage workload, prioritising competing work tasks in a timely and efficient manner.

Managing Self:

- To engage in personal and professional development activities.
- Motivated to deliver to high standards, working independently and with others.
- Working flexibly, provide cover and collaborative support to colleagues as and when required.
- To be able to work proactively and to deadlines.
- Excellent attention to detail.

Core Requirements:

- Adhere to and promote the University's policies on Equality, Diversity and Inclusion and Information Security.
- Ensure compliance with Health & Safety and Data Protection Legislation.
- Support and promote the university's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible.
- Adhere to current legal requirements and best practice relating to digital content and accessibility, including Web Content Accessibility Guidelines when creating digital content.

Key Relationships (Internal and External): Associate Director of Greenwich Online, Production Manager, Operations Manager, Learning Designers, Module Leads (Online), Programme Leads (Online), Digital Interns, Online Course Coordinator.

Additional Requirements:

Undertake any other duties as requested by the line manager or appropriate senior manager, commensurate with the grade.

This is a professional, demanding role within a complex organisation with an ambitious strategic plan and agenda for change. The role holder will be expected to show flexibility in working arrangements, including working hours, to ensure that Greenwich Online delivers the required level of service.

KEY PERFORMANCE INDICATORS:

- These will be set and agreed with the line manager, following appointment, and then reviewed periodically.

PERSON SPECIFICATION

EXPERIENCE:

Essential Criteria

- Experience creating and adapting educational resources across a range of media types.
- Experience of using media creation software to create resources, E.g. Adobe.
- Experience of working collaboratively in a high functioning team.
- Experience of working to deadlines and prioritising competing demands effectively

Desirable Criteria

- Experience of training others in the creation of media resources.
- Knowledge and use of accessibility standards for digital materials.
- Familiarity with online education as a student.

SKILLS:

Essential Criteria

- Ability to work to changing deadlines
- Excellent IT and digital skills.
- Proficient in digital tools including Microsoft suite.
- Highly organised, and able to prioritise multiple competing tasks accordingly.
- Excellent interpersonal skills.
- Ability to work proactively and independently.
- Highly collaborative.

Desirable Criteria

- Use of Virtual Learning Environments and/or Content Management Systems.

QUALIFICATIONS:

Essential Criteria

- Good standard of education (minimum of 5 GCSEs with English Language and Maths or equivalent Grade 4 or above)

Desirable Criteria

- Relevant degree relating to media creation.
- Certifications related media software e.g. Adobe.

PERSONAL ATTRIBUTES:

Essential Criteria

- Enthusiastic about online learning and widening access to education.

- We are looking for people who can help us deliver the [values](#) of the University of Greenwich: Inclusive, Collaborative and Impactful.