

NOT PROTECTIVELY MARKED

JOB DESCRIPTION

<u>Job Title</u>	Training and Development Standards Digital Learning Designer
<u>Reports to</u>	Training and Development Standards Group Manager
<u>Reporting staff</u>	None

Job Purpose

To develop eLearning in support of the Service's NOG Implementation Plan, to provide a holistic approach to operational and behavioral development.

Enhance knowledge transfer and the learner experience through the facilitation of innovative e- learning and blended learning sessions.

Provide support to the NOG Implementation Project Team to develop e-learning approaches design and maintenance for NOG subject areas.

Support the NOG Group Manager in the selection, application and development of e learning to inform decision-making about enhanced learning for NOG.

Generic Responsibilities/Job Family

Technical

To provide specific support to a Service department or function which may include maintenance of records, distribution of information, participating in events or co-ordinating application/assessment processes.

To act as a point of contact for the function and provide appropriate advice. Guidance and/or support.

To ensure effective systems are in place and provide advice to senior managers regarding system development and review.

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<u>Specific Responsibilities</u>	
1	Research, develop and implement e-learning and Blended Learning initiatives and techniques in accordance with the overarching NOG Implementation Plan: support for departments seeking to develop e-learning approaches and effectively design and deploy solutions that increase service competency, support performance and enhance personal development
2	Support the NOG Group Manager in Service wide learner-focused NOG e-learning including identifying and evaluating e-tools and new approaches to operational e-learning
3	Utilise multimedia software packages, external content and authoring tools in the design and development of versatile learning solutions that incorporate technical illustrations, video extracts and themed animations to achieve learning outcomes
4	Evaluate e-Learning to ensure that the Virtual Learning Environment (VLE) is meeting learner needs, is an effective method of delivering operational competence and operational staff training and assessment solutions
5	Support the Learning and Organisational Development team to uphold professional creative design standards, identify appropriate product deployment methods and proactively seek out opportunities to convert existing classroom-based interventions into digital learning provisions
6	Ensure that learner experience is always considered throughout the instructional design process and develop internal communications on aspects of e-learning to ensure that NOG activities are available and accessible to all.
7	Provide support to the NOG Implementation Project Team to develop e-learning approaches design and maintenance for NOG subject areas. Through external networking and research keep abreast of the learning technologies industry
8	Help develop initiatives for e-Learning and learning support that meet the needs of Operational requirements.
9	Support the NOG Group Manager in the selection, application and development of e learning to inform decision-making about enhanced learning for NOG