



Job Description & Person Specification

Post title: Associate Learning Designer	Post No: 010666
School or Department: CADQ	Date created: June 2022
Grade: F	Hours per week: 37
Fixed term end date (if applicable): N/A	
Other requirements of the role:	
Immediate line manager: Senior Learning Designer	
Title & Grade of posts line managed by postholder: N/A	

Job purpose: Responsible for co-creating engaging and innovative multimedia and web content through the effective use of digital technology. The post holder will support the Flex Team's Learning Designers in the development of online courses that are engaging, inclusive and produce high levels of student satisfaction.

The Associate Learning Designer will gain expertise and in-depth experience in online and blended learning to support Learning Designers in the creation of innovative learning experiences.

Principal duties and responsibilities: The role will encompass all the following, but the balance of duties and responsibilities will be determined in discussion with the post holder's line manager:

1. Create and set up online learning spaces.
2. Support Learning Designers with the creation of online content using a range of digital technologies and media.
3. Adhere to guidance and legislation by supporting the creation of content that meets identified usability, accessibility and copyright standards.
4. Uphold quality standards by supporting the creation of content that meets Flex Team quality guidelines before students have access.
5. Support Learning Designers in updating content following student feedback.
6. Support academic colleagues through the Flexible Learning Helpdesk.
7. Contribute to the Flex Teams' internal communications through maintaining NTU's Flexible Learning Website, Microsoft Team and SharePoint Site.
8. Audit online learning spaces and make suggestions for changes.
9. Undertake professional development activities to acquire skills and knowledge required to be a Learning Designer at NTU.
10. Colleagues in CADQ recognise the connectedness between the environment, economy and society and we strive to contribute towards sustainability in our work. All CADQ colleagues are expected to contribute to this endeavour, as part of departmental practice and NTU policy.

N.B. The post-holder may be required to undertake any other duties which may reasonably be required as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

Personal Attributes

Attributes	Essential	Desirable
Knowledge	One or more of the following: <ul style="list-style-type: none"> • A knowledge or passion for digital technologies and latest innovations. • An understanding of the current trends in blended and online learning. • Some understanding of user experience (UX) and copyright 	Knowledge of educational quality standards An understanding of learning design and design thinking
Skills	Organised and able to work to set deadlines and to required standards. Self-motivated with the ability to work independently with initiative and attention to detail. Strong interpersonal skills and the ability to work effectively as a team member. Able to communicate in a formal and informal manner where appropriate. One or more of the following: <ul style="list-style-type: none"> • Ability to edit video and audio files to a professional standard • Ability to create high quality graphics and/or animations • Skilled in front end web development 	Ability to use the Adobe CC applications Developing immersive content e.g AR, VR, 3D Models
Experience	Experience of using an online learning platform. One or more of the following: <ul style="list-style-type: none"> • Working collaboratively to produce digital content. • Building relationships with a wide range of people 	Experience of developing media content for an online platform e.g. YouTube, Twitch, Blog, Personal Website Experience in supporting the development of others e.g. teaching, tutoring, mentoring. Analysing quantitative and qualitative data
Qualifications	Educated to Degree level in a relevant field or equivalent professional experience in a related field.	Evidence of undertaking CPD in online / distance learning and / or teaching and learning qualification. AFHEA/FHEA Graduate from an NTU course of study

Competencies

Essential Competencies	Desirable Competencies
<p>Team Working (Level 2) Contributes to team development, seeking and testing improvements to the team's outputs/service</p> <p>Customer Focus (Level 2) Works to identify customer needs. Seeks feedback and develops service delivery accordingly. Influences and develops ideas to enhance customer satisfaction</p> <p>Communicating and Influencing (Level 2) Communicates information effectively to a wide range of diverse stakeholders, influencing events.</p> <p>Organisation and Delivery (Level 2) Plans time taking account of organisational priorities and other colleagues' work roles to achieve results.</p> <p>Creativity and Innovation (Level 2) Seeks out, reviews and implements new ways of working to improve delivery of service.</p>	<p>Adaptability (Level 2) Responds positively to change, supporting others in managing transition and being flexible in approaches to job role. Is aware of own strengths and areas for development. Seeks feedback on own work.</p> <p>Making Informed Decisions (Level 1) Is aware of the data/information/research available to inform and develop areas of work. Keeps up to date with information and its quality in order to make judgements</p>

[N.B All competencies should be drawn from the NTU Competency Framework which can be found [here](#)]

Job Description and Person Specification created by (post title): Principal Learning Designer
