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| A | **Post Details** | | | |
|  | Job Title: | Senior Digital Learning Manager | Function: | HR |
|  | Location: | London/Kent | Unique Post Number: |  |
|  | Reports To: | Head of Training | Grade: |  |
| B | **Purpose of the Job** | | | |
|  | Overall responsibility for leading Southeastern’s digital training strategy in producing and supplying effective eLearning content across our digital platforms to support all colleagues. | | | |
| C | **Principal Accountabilities** | | | |
| C1  C2  C3  C4  C5  C6  C7  C8  C9  C10  C11  C12  C13  C14 | Accountable for the design, content, and day to day running of Skillgate LMS and other digital platforms that developed.  Managing internal/external stakeholder relationships regarding course builds and course launches.  Manage the digital learning team.  Design and create e-learning courses using Articulate, Captivate and Videoscribe software .  Quality Assurance of training courses.  Embedding and overseeing the use of eAssessments within all training courses.  Accountable for the expansion of digital projects within the TAD team and the project management.  Compliance reporting to managers.  LMS architecture for allocation of mandatory courses.  Contract ownership.  Ensuring training profiles of new starters/leavers are updated accordingly.  Manage course build requests by utilising the priority matrix assessment tool.  Create engaging video content using Premiere Pro and Audition software.  Host webinar training sessions. | | | |
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| D | **Safety Responsibilities** | | | | |
| D1 | This post is required to undertake SAFETY CRITICAL WORK | Yes |  | No | ✓ |
| D2 | This is a KEY SAFETY POST | Yes |  | No | ✓ |
| D3 | This post requires SECURITY CLEARANCE | Yes |  | No | ✓ |
| D4 | The job requires competence in PERSONAL TRACK SAFETY | Yes |  | No | ✓ |
| D5 | This job has SPECIFIC SAFETY RESPONSIBILITIES (if Yes see section D6 below) | Yes |  | No | ✓ |
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| D6 | The post holder has the following specific safety responsibilities: | | | | |
|  | None | | | | |
| E | **Decision making Authority** | | | | |
| E1  E2  E3 | Initiate the recruitment process and ensure completion of staff change forms.  Prioritisation of course builds.  Budget Spend. | | | | |
| F | **Most Challenging and/or Difficult parts of the role** | | | | |
| F1 | Managing multiple projects. | | | | |

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| G | **Person Specification** | | | | |
|  | Southeastern aims to recruit people not just for jobs but for long term careers. We want good quality, talented people with the right attitude who will stay with us. For these reasons we look for evidence of Southeastern values in all potential staff and our existing staff looking for promotion along with the particular experience/knowledge, skills and behaviours relevant to the position applied for. These are We care passionately about people  * + we put ourselves in our passengers’ shoes to do what’s right for them   + we support our colleagues to be, feel and do their best   + we love the places we serve and do our bit for our communities and environment  We aim to be the best  * + we move with pace, we’re agile and learn from everything   + we relentlessly strive to be the best   + we are professionals with personalities  We make the difference together  * + we are answerable to each other and our passengers   + we trust each other and do what we say we will   + we are stronger together than we are as individuals   The job demands the following blend of experience/knowledge, skills and behaviours (all are essential, unless otherwise shown and will be assessed by application and/ or interview/assessment): | | | | |
| G1 | Experience, Knowledge, Skills & Qualifications **Essential**  Proven track record of managing a team  Experience in planning and running multiple projects  Proven ability to manage Stakeholder relationships  Proven experience in designing and creating eLearning content and able to provide a portfolio of previous content created  Experienced in using Articulate Storyline, Captivate and Videoscribe software  Experienced in using the Adobe Creative Suite: Audition, Premier Pro to create engaging and rich video content  Proven experience in scripting and creating storyboards for eLearning  Experience of working with Subject Matter Experts to define storyboard content  Excellent written, communication and attention to detail skills  Excellent project and time management skills  Brand awareness  Proven experience of managing an LMS  Experience of hosting webinar training sessions  Contract and budget management experience  Experience of storyboarding and filming creative content using DSLR cameras and lighting equipment  Experienced in creating/leading on a strategy and embedding new processes  **Desirable**  Ability to create graphics using Adobe Creative Suite  Experience of administrating an LMS  Experience of using a LMS authoring tool to create eLearning content  Good working knowledge of IT systems for eLearning purposes. | | | | |
| H | **Dimensions of role** | | | | |
| H1 | Financial – Direct: | |  | | |
| H2 | Financial – Other: | |  | | |
| H3 | Staff Responsibilities – Direct: | |  | | |
| H4 | Staff Responsibilities – Other: | |  | | |
| H5 | Any Other Statistical Data: | |  | | |
| I | **Acknowledgement** | | | | |
| I1 | Prepared By: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| I2 | Approved By (Head of Department): | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **J** | **Job Description Briefing** | | | | | |
|  | The post holder has been briefed on and understands the requirements of this Job Description and other related documents: | | | | | |
|  | Name of post holder: |  | Signature: |  | Date: |  |
|  | Name of briefing manager: |  | Signature: |  | Date: |  |
| **K** | **Nominated Deputy for Safety requirements** | | | | | |
|  | If this is a KEY SAFETY POST (D2 in Safety Details above is YES) at least one nominated deputy must be identified. The Job Holder must ensure that the Nominated Deputy(ies) receives a copy of, and is briefed on this Job Description. If there are more nominated deputies, they should sign further copies of this Job Description. | | | | | |
|  | The nominated deputy has been briefed on and understands the requirements of this Job Description and other related documents: | | | | | |
|  | Name of nominated deputy: |  | Signature: |  | Date: |  |
|  | Name of briefing manager: |  | Signature: |  | Date: |  |