|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| A | **Post Details** | | | |
|  | Job Title: | Digital Learning Manager | Function: | HR |
|  | Location: | London/Kent | Unique Post Number: |  |
|  | Reports To: | Senior Digital Learning Manager | Grade:MG1 |  |
| B | **Purpose of the Job** | | | |
|  | To be accountable for the storyboarding, design, and creation of effective eLearning content. The individual will need to manage each project assigned to them, alongside supporting other digital workstreams. | | | |
| C | **Principal Accountabilities** | | | |
| C1  C2  C3  C4  C5  C6  C7  C8 | Overall responsibility for each digital project assigned, and to ensure they are completed to agreed timescales.  Managing internal/external stakeholder relationships regarding course builds.  Storyboard, design and create engaging e-learning courses with subject matter experts using industry leading methodologies and software (Articulate and Captivate).  Filming and editing talking head videos using Premiere Pro and Audition software.  Support digital strategy projects e.g. eAssessments.  Support with LMS queries, generating reports, uploading, launching and promoting courses.  Compliance reporting to managers.  Tracking course build progression using project software and provide regular updates i.e. Microsoft project. | | | |
|  |  | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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 | ✓ |
|  |  | | | | |
| D6 | The post holder has the following specific safety responsibilities: | | | | |
|  | None | | | | |
| E | **Decision making Authority** | | | | |
| E1  E2 | Prioritising own workload. | | | | |
| F | **Most Challenging and/or Difficult parts of the role** | | | | |
| F1 | Managing multiple projects. | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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 experience in designing and creating eLearning content.  Experienced in using Articulate Storyline to create courses.  Experienced in using the Adobe Creative Suite: Audition, Premier Pro, Captivate  Proven experience in scripting and creating storyboards for eLearning.  Experience of working with Subject Matter Experts to define storyboard content.  Excellent written and communication skills.  Excellent project and time management skills.  **Desirable**  Experience of filming creative content using DSLR cameras and lighting equipment.  Ability to create graphics using Adobe Creative Suite.  Experience of administrating an LMS.  Experience of using a LMS authoring tool to create eLearning content.  Experience of using Adobe After Effects.  Confident in hosting webinar training sessions. | | | | |
| H | **Dimensions of role** | | | | |
| H1 | Financial – Direct: None | |  | | |
| H2 | Financial – Other: None | |  | | |
| H3 | Staff Responsibilities – Direct: None | |  | | |
| H4 | Staff Responsibilities – Other: None | |  | | |
| H5 | Any Other Statistical Data: | |  | | |
| I | **Acknowledgement** | | | | |
| I1 | Prepared By: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| I2 | Approved By (Head of Department): | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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: |  |