

JOB DESCRIPTION

Job Title:	e-Learning Designer
Department:	Technology Hub
Contract:	Full-time, permanent
Salary Range:	£23,754 - £25,941 p.a.
Salary Grade:	SS3
Report To:	Head of e-Learning
Job Purpose:	To enhance the student experience at UCB via the creation, development and promotion of visual design to ensure effective application of e-Learning resources for the University's VLE and other learning technologies.
Main Duties & Responsibilities:	<ol style="list-style-type: none"> 1. To create and implement original and engaging artwork, graphics and illustrations to provide excellent visual design for UCB online learning resources. 2. To design and develop online promotional materials to advance the use of technology in education. 3. To promote and develop the use of a variety of e-Learning tools and technologies to meet the needs of staff and students. 4. To support students and staff in the use of the University's Virtual Learning Environment (VLE). 5. To produce supportive documentation such as user guides and tutorials using a variety of software. 6. To take a proactive and innovative role in identifying and working on projects (both individual and team-based). 7. To encourage good practice across the University via the creation of case studies and showcase events. 8. To act as a point of contact for designated University schools in regards to technological innovation. 9. To keep abreast of current technological trends and developments capable of supporting and enhancing learning

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	<p>and teaching at UCB.</p> <ol style="list-style-type: none">10. To troubleshoot queries from staff and students.11. To assist with staff training as required.12. To ensure practice is in line with the requirements of the General Data Protection Regulations.13. To commit to upholding the principles of Safeguarding and the PREVENT agenda.14. Any other duties commensurate with the nature and grade of the post.
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PERSON SPECIFICATION

Post:	e-Learning Designer	Weighted Criteria
Experience:		
1	Experience of graphic/illustration/animation software (such as Adobe Photoshop or Adobe Illustrator).	X
2	Experience of working with a virtual learning environment (VLE).	
3	Experience in a customer-focused role.	
4		
5		
Skills & Abilities:		
6	Ability to produce effective visual communication using graphic design and illustration.	X
7	Strong written and oral communication skills, including the confidence to address large groups (for example, delivery of induction information).	
8	Ability to manage multiple projects, working under pressure and to deadlines.	
9	Ability to work independently and as part of a team, engaging in effective collaboration.	
10	Ability to use a range of web-based technologies and authoring software.	
Education & Qualifications:		
11	Relevant qualification in graphic design, illustration, multimedia, visual communication or similar.	X
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Training & Professional Development:		
16	Willingness to keep abreast of developments in e-Learning and engage in training relevant to the post.	
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Other:		
21	Flexible approach to work to support the needs of the service.	
22	An understanding of the principles of Safeguarding and the PREVENT agenda in the context of further and higher education.	
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