



Job Description

Technical Designer

Post Number:	RT448
Grade /Scale:	SO2 – Salary £33,360 - £35,307 plus a £5,000 market supplement (<i>market supplement is agreed for a 12-month period and then reviewed annually</i>)
Weekly Hours:	37 hours per week
Department:	East Midlands Specialist Learning and Development Hub (EMSLDH)
Location Work Base:	Force Headquarters, Leicestershire
Status:	Established
Responsible To:	Technical Design Lead
Job Role/Purpose:	<p>To work with Senior Learning and Development Managers, Stakeholders and Designers to create, develop and improve blended learning solutions, using 365 applications (SharePoint, Power Apps, Forms, Power BI, Power Automate and others).</p> <p>Create/develop websites both internal and external in line with web development cycle (Java Script, PHP, HTML5 and others). Support digital by design approach, to improve service delivery.</p> <p>To develop the learning intervention and associated design solutions and digital resources, with subject matter experts, to ensure the learners needs are met. Considering different learning styles and optimising audience engagement, in accordance with the requirements of the Policing Education Qualifications Framework.</p> <p>Hold a full driving licence and have use of own vehicle for work purposes and be able to work at other locations across the region.</p>
Health and Safety:	To comply with the health and safety policy and its associated procedures and co-operate with your manager and the force to protect your health and safety and that of other people. To comply with the relevant risk assessments for your job role and report accidents, incidents and near misses.
Contacts:	Senior Learning and Development Managers, Police officers and support staff within the forces. Other UK forces and external agencies.
Equality and Diversity:	Actively advance diversity /equality, work towards eliminating discrimination, harassment and victimisation and foster good relations between all groups of people.

Person Specification

Knowledge, Skills & Abilities

Essential Criteria

A clear definition of the necessary criteria.

Knowledge/ Education (including qualifications):

- Educated to degree level, hold a nationally recognised min. Level 4 qualification in Learning and Development and a min. Level 3 qualification in Digital Learning Design qualification or have substantial experience in a learning and development/training role.

Work Experience:

- High level of experience producing creative, engaging and innovative visual solutions and blended learning programmes in a complex and challenging learning environment; creating high quality and effective digital and learning products that satisfy agreed design briefs which show an awareness to effective learning methodologies and that provide both interactive learning and a good user experience
- Experience of developing technical solutions and creating source material for innovative learning. Technical knowledge and experience of Microsoft 365 products using SharePoint, Power Automate, PowerApps, Forms, software development tools and techniques to agreed design briefs and specifications, from project initiation to final production
- Experience of working collaboratively with stakeholders, establishing, and maintaining positive working relationships and delivering the service required
- Experience of working as part of an agile delivery or project team using project management methodologies and can take responsibility for quality assurance
- Experience of analysing performance data, creating source material and designing innovative learning solutions
- Working knowledge and understanding of online learning creation, Learning Management Systems, and associated tools

Personal/Interpersonal Skills, Aptitudes:

- Have advanced creative and technical skills in visual media including digital animations, illustrations, video, and interactive design for static and mobile delivery platforms
- Able to create high quality and effective digital and learning products which show an awareness to effective learning methodologies that provide interactive learning and a good user experience

Special Skills:

- Experience of Web Design, using Java Script, PHP, HTML5, and fully understand the web development cycle
- Experience of developing learning solutions using Articulate

** Reasonable adjustments will be considered under the Equalities Act 2010.*

Desirable Criteria

Where available, elements that contribute to improved / immediate performance in the job.

Knowledge/Education (including qualifications):

- Hold a Project Management qualification OR have experience of working within a project management role

Work Experience:

- Experience of supporting colleagues within a team
- Knowledge and experience of using Unity and C# for (VR / AR) and 3D graphic design using the Adobe Cloud software

Personal/Interpersonal Skills, Aptitudes:

- Have knowledge across the digital design sector and able to apply research of new design technologies to the benefit of the team, projects, and services
- Ability to present creative ideas, concepts and treatments to production teams and clients
- Ability to use online learning authoring tools, e.g. Articulate

Special Skills:

- Experience in Web Development using SQL Server and FTP applications

** Reasonable adjustments will be considered under the Equalities Act 2010.*

Core Responsibilities/ Accountabilities

Operational:

To support the development of East Midlands Specialist Learning and Development Hub (EMSLDH) services based on customer needs:

- Providing a professional digital learning design service
- Supporting continuous improvements to EMSLDH to meet changing organisational and service needs

To take a creative approach towards the design of innovative learning solutions, using Microsoft 365 applications (SharePoint, Power Apps, Forms, Power BI, Power Automate and others). Create/develop & update websites both internal and external in line with web development cycle (Java Script, C#, PHP, HTML5 and others)

Participate in performance development reviews and take responsibility for identifying own professional and career development needs. To undertake continued professional development and maintain awareness of statutory obligations and best practice, and that any required policy/procedural changes are implemented

To develop a confident, competent, and proactive approach that meets the diverse needs of its customers.

Management/Leadership:

To manage own designated workloads efficiently and effectively to meet deadlines

Technical:

To research, develop and create specialised technical learning solutions to ensure that organisational development remains at the forefront of digital creativity and to proactively develop own skills and knowledge to do so.

To adhere to recommended coding standards

Communication:

Prepare and present high-quality reports, lesson plans and materials, training needs analysis and environmental scanning for the four forces

POLICE – STAFF

Build relationships and develop a network of internal and external stakeholders to identify emerging trends, innovations, and current best practice, and:

Liaise with other Forces, agencies, and professional bodies to develop and maintain collaborative working and to explore joint design ventures with partner organisations

Administration:

Use Microsoft 365 and other ICT software in the preparation of reports, plans, data, and presentations.

General:

This role will require the individual to work on their own or as part of a team across the region.

To work proactively and be able to initiate work, making appropriate recommendations for solutions to queries and completing that work. The role will be expected to self-manage multiple work streams. Dependent on the size of the project this could be up to 4 or 5 projects at any one time. The role will be required to take the lead on at least 1 to 2 of those work streams.

To work collaboratively with stakeholders that include both internal and external. This includes a wide range such as Senior L & D Managers, Ch Supt Officer Level, College of Policing, Home Office, external agencies including emergency services, other Forces, other L&D Colleagues, and subject matter experts. From time to time this will include working with international Forces. Guidance and management of stakeholders, using discretion, will be needed to ensure the right information is put in place.

Collectively to design and develop the learning strategy and associated design solutions and digital resources. The role will use their autonomy to make decisions to progress work in a timely manner and to meet requirements. These should consider all aspects such as different preferred learning styles which optimises audience engagement, in accordance with the requirements of the Policing Education Qualifications Framework.

To occasionally support Instructional Design colleagues in their role when required.

Define, create, and influence on-line training solution design that includes screen design, layout, consistency, and response times across a variety of platforms including web, smartphones, and tablets to achieve optimal levels of usability.

To maintain and keep up to date any admin processes, such as new material, new legislation, and relevant websites (such as the L&D website).

Research and develop own subject matter knowledge and recommend new approaches to the development of police learning to enable EMSLDH to remain at the forefront of producing innovative, ethical, evidence-based learning and development solutions.

Other:

Hold a full UK driving licence and can travel to other locations; be flexible in terms of working location and be prepared to work temporarily at other locations across the region.

Actively promote equality of opportunity, work towards eliminating discrimination and promote good relations between all groups of people

Undertake such other duties commensurate with the post as may be required for the safe and effective performance of the job.

This role description should develop along with the changing demands of policing reflected in force Objectives and priorities.

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Personal Values /Competencies

The competency and values framework set out nationally recognised behaviours.

The framework has 6 Competencies – each competency can be split into 3 levels to fit around policing and non-policing roles see here: [Competency and Values framework](#)

- We analyse critically
- We are innovative and open-minded
- We are emotionally aware
- We take ownership
- We are collaborative
- We deliver, support, and inspire

All competencies are underpinned by 4 Values that should underpin everything that we do:

- Integrity
- Impartiality
- Transparency
- Public Service

Other

Security Check Levels refer to vetting for the specific levels that relate to this job role:

Recruitment Vetting (RV)

Car User: Yes - Casual Allowance