



Job Description

Instructional Designer

Post Number:	RT449
Grade /Scale:	S01 - £30,420 - £32,394
Weekly Hours:	37
Department:	East Midlands Specialist Learning and Development Hub
Status:	Established
Responsible To:	Instructional Design Lead
Responsible for:	No direct responsibility for other staff
Job Role /Purpose:	Work with the Senior Learning and Development Managers, Stakeholders and Designers to design and create innovative learning solutions. Using Articulate or Adobe Software Suite (Captivate) and Adobe Creative Cloud to create instructional videos, interactive eLearning, PDF's, PowerPoints, and other blended learning solutions. Support digital by design approach to improve service delivery. To develop the learning intervention and associated design solutions and digital resources, in conjunction with the subject matter experts/Practice Leads to meet learners' needs. Optimising audience engagement, in accordance with the requirements of the Policing Education Qualifications Framework. Hold a full driving licence and have use of own vehicle for work purposes.
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 (classroom, virtual eLearning and digital) in a complex and challenging learning environment, showing an awareness to effective learning methodologies that provide interactive learning and a good user experience
- 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
- Significant experience of analysing performance data to determine learning needs and designing solutions
- Experience of developing a visual approach and creating source material for innovative learning solutions to agreed design briefs and specifications from storyboarding to final production
- 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

Special Skills:

- Experience creating and managing digital learning solutions using Articulate or Adobe software suite (Captivate)
- Competent in the use of Adobe Creative Cloud specifically Photoshop, Illustrator, Indesign, Premier Pro, Final Cut, Audition, After effects, Animate and Acrobat DC Software

** 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

Personal/Interpersonal Skills, Aptitudes:

- Have knowledge across the digital design sector and able to research new design technologies to the benefit of the team, projects, and services
- Ability to present creative ideas and concepts to production team and clients

Special Skills:

- Knowledge of Office 365, SharePoint, and associated applications
- Experience in Web Design

** 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 Articulate or Adobe Software Suite (Captivate) and Adobe Creative Cloud to create instructional videos, interactive eLearning, PDF's, PowerPoints, and other blended learning solutions.

To support EMSLDH to adopt a strategic, results driven approach in L&D in line with future targets and objectives by:

- Developing and maintaining close working relationships with EMSLDH colleagues to help ensure the forces receive an effective and efficient service
- Ensure cost efficiency is considered during the design and delivery of learning interventions

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 project deadlines.

Technical:

To create, develop and improve instructional design projects to support 'Digital by Design', and upload final learning solution

Communication:

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

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

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 or 2 of those work streams.

POLICE – STAFF

To work collaboratively with stakeholders that include both internal and external. This includes a wide range such as Senior L&D Managers, ChSupt 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 and using discretion, will be needed to ensure the right information is put in place.

Work collectively to design and develop the learning strategy and associated design solutions and digital resources. Using 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 develop a visual approach and create source material for innovative learning solutions which address and satisfy agreed design briefs and specifications at the highest standards from storyboarding to final production, including:

- prepare options for treatments and storyboards
- design graphics, animations, video, and digital illustrations
- book and schedule locations and technical video, sound and photographic cameras and recording equipment
- direct video and photographic shoots to a defined scenario to capture footage ready for post-production
- edit audio recordings of voiceovers, ambient sounds, and audio narratives to required format for digital assets
- complete editing and post-production

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:

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.

Be flexible in terms of working location and be prepared to work temporarily at other locations across the region

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

Personal Values /Competencies

The competency and values framework sets 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