

JOB DESCRIPTION

Post:	Blended Learning Specialist	Job Evaluation Ref:	D1791
Grade:	Band E		
Directorate/Department:	Human Resources, Learning and Development		
Sector/Section:	Professional Development		
Location:	OCC Wymondham / PHQ Martlesham		
Reporting to:	Blended Learning Manager		

ACTIVITIES AND RESPONSIBILITIES OF THE POST

1. Principal purpose of the role

To work directly with stakeholders to design creative and innovative learning solutions to improve knowledge, performance and service delivery.

To manage design projects as designated by the Blended Learning Manager including implementation of new digital learning technologies.

Undertake training commissioning and present proposals to stakeholders.

Work in collaboration with regional colleagues where appropriate to identify common problems and digital solutions.

2. Main activities of the role (This list is not exhaustive)

- Build relationships and develop a network of internal and external stakeholders to respond to 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.
- Work closely with subject matter experts and other stakeholders to establish learning requirements, identify objectives and measurable learning outcomes to allow evaluation of learning effectiveness, impact, return on investment and value for money.
- Create online, engaging and interactive resources to meet stakeholder needs using current digital learning software such as rapid development tools, images, graphics, video, audio, webcasts, podcasts and other multi-media formats.
- Apply instructional design theory to create storyboards, scripts, learning content and assessment materials for new digital learning modules.
- Deliver face to face IT training for police systems and provide telephone support for learners with queries
- Review and evaluate the impact of the learning with stakeholders.
- Evaluate existing learning materials and convert to digital content in line with best practice methodologies. Modify content for use on other platforms, such as mobile phones or tablets.
- Maintain high standards of service through effective communication and timely response, identifying and dealing with stakeholder issues and queries.

- Support the Blended Learning Manager in identifying training and employee development needs moving towards a blended learning approach to train employees.
- 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

3. **Special conditions/Points to note**

- a) The purpose of this job description is to indicate the general level of the duties and responsibility of the role, the duties may from time to time vary without changing the general character of the role or the levels of responsibilities.
- b) Whilst the role is normally based at the aforementioned location, you may be required to work at other establishments across both Norfolk and Suffolk Constabularies as may be reasonably required. Police Staff Conditions of Service will be adhered to in such instances.
- c) All duties must be carried out in accordance with relevant Health and Safety legislation and good practice. A 'No Smoking in the Work Place' policy applies.
- d) All duties must be carried out in a manner that supports the Constabularies' commitment to equality and inclusion.

PERSON SPECIFICATION

Post: Blended Learning Specialist

Directorate/Department: Human Resources, Learning and Development

Location: OCC Wymondham or PHQ Martlesham

Essential Criteria

1. Ability to implement learning design principles, especially blending multimedia and graphic elements that compliment user learning styles.
2. Proven knowledge in producing engaging technology based learning and assessment materials using a wide range of tools such as Adobe Creative Suite, Captivate, Articulate or other standard e-learning development tools.
3. Expert in delivery of face to face IT systems training
4. Knowledge and understanding of adult learning principles and theories with the ability to apply these practically.
5. Excellent written skills and attention to detail ensuring quality in the delivery of service.
6. Ability to engage with complex and unfamiliar subject matter.
7. Excellent organisational and analytical skills to manage multiple projects and delivery against agreed deadlines.
8. Strong communication skills and an ability to work effectively with stakeholders.
9. Positive approach to change and delivery of continuous improvement

Desirable criteria

1. Knowledge of police IT systems