Job Description

Job Title:	Junior E-Learning Designer
Reports to (job title):	Instructional Designer
Line Manager to:	N/A

Job purpose

Designs, creates, eLearning packages for HCRG Care Group and external clients using various digital mediums, and other development experiences to meet stakeholder expectations with a strong focus on 'Articulate storyline' and 'Rise' package development.

A Junior eLearning Designer, who will design, deploy, and evaluate a range of eLearning modules and interventions to support the achievement of organisational goals.

Reporting directly to Instructional Designer you will create high quality and bespoke eLearning content, incorporating best practices from learning theory, instructional design frameworks and current trends in corporate digital learning provision.

A high level of communication is key to this role, in order to discuss creative proposals and concepts with key stakeholders.

Base

Hybrid working with occasional travel to the Runcorn Office.

Key responsibilities

- Scopes, designs and build's a range of digital learning interventions through varied methodologies across a broad range of subject matter including clinical, non-clinical, leadership and digital.

- Creates engaging, compelling and immersive learning activities, course content and instructional and digital learning materials and resources.

- Creation of interactive activities and supporting material / media; including utilisation of multimedia tools to enhance the learning process, including audio video simulations gamification, virtual reality etc.

- Ensures that quality of all learning interventions are of the highest standard including engaging in observational activities and self-development.

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- Regularly researches digital learning technology and practice and has a strong understanding of current market trends to proactively make suitable recommendations the team and stakeholders.

- Hybrid working arrangements with some travel to team meetings.

- This job description is not exhaustive and may be amended from time to time.

Personal Specification

Essential

- Competent in the creation of digital learning interventions with proven experience of working in instructional design / development of eLearning and knowledge of the principles of instructional design, models and learning theories and blended learning interventions.

- Expert in the use of the full Microsoft 360 suite and strong understanding of its cloud-based functionality, with strong focus on Power Point, One drive, SharePoint and Teams.

- Experience of working in an e-Learning development role.

- Competent in using instructional design, digital development and design tools including but not limited to: Articulate Storyline, Rise 360, Camtasia, Microsoft Clipchamp, Vyond, Slido, Genially, Canva.

- Basic understanding of HTML and FLASH

- General understanding of e-Learning specific Ai tools and resources

- Skilled at writing content which is accessible to all learners and the ability to take complex information and transfer this into a structured and effective learning solution.

- Competent in designing and creating e-Learning solutions that meets WCAG 2.1 criteria in an engaging way.

- Excellent written and verbal communication skills with a keen eye for detail.

- Experienced and confident in maximising the use of and benefits of learning management platform to work effectively and efficiently.

- Comfortable working in a virtual team.

Desirable

- Experience working with Totara based learning management system(s).

- Experience using Ai tools and integrating Ai elements into e-Learning solutions

Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations values are just words which don't translate into reality of the day to day but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there's only three, but because they are unique to who we are. We care, we think, and we do.

Care	**Think**	**Do**
• Inspire	• Challenge	• Accountability
• Understand	• Improve	• Involve
• Communicate	• Learn	• Resilience

Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company's employment.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 2018 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the Records Management: NHS Code of Practice , NHS Constitution and HSCIC Code of Practice on Confidential Information and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

- Completion of annual information governance training
- Reading applicable policies and procedures

- Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements

- Ensuring the security and confidentiality of all records and personal information assets

- Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines

- Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.

- Reporting information governance incidents and near misses on CIRIS or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead

- Adherence to the clear desk/screen policy

- Only using approved equipment for conducting business

- Line manager to other trainers

Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourishes. Employees must be aware that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

Registered Health Professional

All staff who are a member of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

Risk Management/Health & Safety

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe

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environment for other employees, patients and visitors. It is essential to observe strict fire and security precautions at all times.

All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

Safeguarding Children and Vulnerable Adults Responsibility

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

Medicines Management Responsibility

Nursing or registered healthcare professionals

Undertake all aspects of medicines management related activities in accordance within the company's medicines policies to ensure the safe, legal and appropriate use of medicines.

Skilled non-registered staff

Undertake all aspects of medicines management related activities in accordance with the company's medicines policy where appropriate training has been given and competencies have been achieved.

Policies and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

General

We are committed to serving our community. We aim to make our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a "non-smoking" policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

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Equal Opportunities

It is the company's intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success.

Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.