Instructional Designer

## Job details

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| Job title: | Instructional Designer |
| Department: | Learning & Development |
| Location: | Remote with some travel to VHG offices |
| Reporting to: (job title only) | Senior Learning & Development Manager |
| Direct reports: (job title only) |  |
| Accountable to: (where applicable) |  |
| Responsible to:(where applicable) |  |
| Job purpose: | To storyboard, design, create and implement instructional digital content against both current and future contract requirements and any other adhoc developmental needs as required.To ensure legacy training is updated and redeveloped on an annual revision schedule in line with statutory requirements |
| Role and Responsibilities: | * Design and develop high quality, SCORM compliant eLearning content and digital learning experiences for stakeholders using a range of software, including Articulate 360 and Vyond.
* Work closely with subject matter experts to create production ready storyboards that translate complex technical information into an easily digestible and engaging formats
* Use modern approaches in eLearning design including scenario-based eLearning, simulations and gamification to create innovative and engaging blended learning content
* Pilot, trial and test eLearning content with end users and in platforms, iterating and re-developing to ensure they are fit for purpose and work as intended
* Update and re-develop Vita Health Groups legacy training content including revisions and continuous improvement activities
* Quality checking products to ensure output has high standards of written and spoken English
* Creating bespoke assets as to enhance the content (graphics, animations, video etc)
* All other tasks commensurate with the role on an ad hoc basis and any other reasonable request.

**Equality Diversity & Inclusion (EDI)**We are proud to be an equal opportunities employer and are fully committed to EDI best practice in all we do. We believe it is the responsibility of everyone to ensure their actions support this with all internal and external stakeholders.* Be aware of the impact of your behaviour on others
* Ensure that others are treated with fairness, dignity and respect
* Maintain and develop your knowledge about what EDI is and why it is important
* Be prepared to challenge bias, discrimination and prejudice if possible to do so and raise with your manager and EDI team
* Encourage and support others to feel confident in speaking up if they have been subjected to or witnessed bias, discrimination or prejudice
* Be prepared to speak up for others if you witness bias, discrimination or prejudice
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| Clinical Governance:(where applicable) |  |
| Training and supervision: |  |
| Additional information: | Some travel including occasional overnight stays may be required. |

## Person specification

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|  | **Essential** | **Desirable** |
| **Qualifications** | * + GCSE English & Maths (or equivalent)
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| **Experience** | * + Demonstrable experience as an eLearning instructional designer and developer
	+ Experience of delivering eLearning products on a Learning Management System
	+ Demonstrable experience with Articulate 360
 | * + Experience of working with learning management systems (Totara preferred).
	+ Previous experience working in a fast paced, customer focussed environment
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| **Skills/knowledge** | * + Strong graphic design skills
	+ Strong analytical and problem-solving skills
	+ Ability to multitask and prioritise workload effectively while considering future organisational requirement
	+ An ability to engage with complex and unfamiliar subject matters
	+ A creative flair and a passion for design
	+ Ability to adapt to change with a high level of resilience.
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| **Specialist training** | * + Be able to use MS Office applications effectively specifically Word, Outlook and Excel (intermediate level)
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| **Personal competencies and qualities** | * Evidence of values that are consistent with the NHS constitution.
* Interpersonal skills to engage and develop working alliances with colleagues and patients.
* Evidence of an openness to learning new knowledge and skills.
* Excellent verbal and written communication skills
* High level of enthusiasm and motivation
* Ability to work under pressure
* An awareness of and commitment to supporting and facilitating diversity and inclusion
* Excellent time management skills
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# Version Control

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| Owner: | Human Resources | Review: | Annually | Classification: | 1 (Proprietary) |
| Author: | Human Resources | Version: | V1.1 | Status: | PUBLISHED |
| Date Published: | 03/12/2019 | Code: | TBC |  |  |

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| --- | --- | --- |
| Version: | Date: | Summary of Changes |
| V1.1 | 03.12.19 | Document copied onto authorised VHG branded Policy Template (original had no coding) |
| V1.2 | 06/08/20 | Updated to include diversity and inclusion statement |
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