

## Assistant Blended Learning Developer

District/Department	HR Services Learning & Development	Rank/Grade	Band C
---------------------	------------------------------------	------------	--------

Role purpose:	Assist the development and delivery of on-line learning programmes.
---------------	---

### Key Accountabilities:

- Update IT and Audio Visual inventory, fault resolution and management records.
- Use software programmes such as Adobe Photoshop, Captivate, Premier and Microsoft Office or other similar packages to develop learning materials.
- Assist in the design and development of learning materials and multimedia content.
- Work and communicate with colleagues, customers and users, building professional relationships.
- Develop innovative solution to achieve new ways of developing and delivering learning.
- Prepare and operate equipment for recording of video/audio, undertaking post production editing with creativity and imaginative flair.
- Provide specialist technical IT/AV advice and providing systems support.
- Assist in the design and production of storyboards, filming schedules, scripts etc needed for the effective development and delivery of online/immersive learning material.

### Competencies/behaviours

Please access the College of Policing website and refer to the **Competency and Values** for a definition of the values and essential behaviours for each required competency level.

Competency	CVF Level
	Level 1 – Practitioner Level 2 – Supervisor/Middle Manager Level 3 – Senior Manager/Executive
We are emotionally aware	1
We take ownership	1
We are collaborative	1
We deliver, support and inspire	1
We analyse critically	1
We are innovative and open-minded	1
Core values for ALL employees:	
Integrity	Public Service
Impartiality	Transparency

<b>Experience, Education and Skills:</b> <i>Ideally between 4 and 6 of each</i>
<b>Essential Criteria (used for short-listing):</b>
Experience of working in a web design/learning design/multimedia role
Strong computer literacy including Adobe products and Microsoft Office.
Able to demonstrate flexibility in work practices.
Prepared to travel in working hours for creation, delivery, advice and guidance of blended learning.
Prepared to work a shift pattern that incorporates some weekend working and evenings to assist in the facilitation of various training courses
Have a keen interest in new technologies
Prepared to work towards a nationally recognised adult teaching qualification e.g. PTLLS/CTLLS.
<b>Desirable:</b>
Experience of creating, editing and producing multimedia.
Hold a nationally recognised adult teaching qualification e.g. PTLLS/CTLLS.
Hold a relevant university degree.