**Job Description**

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| A Post Details |
| Job Title: Learning Designer – Recruit training project  | Grade: B001 |
| Department: Learning and Development  | Division:Select Division |
| Reports to: Digital Learning Specialist  | Contract Type:Temporary |
| Level of Vetting:Recruit Vetting | Numbers in Post: 6 |
| Welsh language requiredNo |
| B Purpose of the Post |
| This post is required on a temporary basis to join a team of content developers, videographers and editors to work on a 12month project. The project is to transform our current police officer recruit training programme into a more succinct, flexible, modern programme that maximises the use of learning technologies. The current police officer recruit training programme is an 18 week in-house programme that takes people with no prior policing experience and helps them gain the knowledge, skills and competence to carry out their role as a police officer at the end of the 18 weeks. However, we are in the process of partnering with a Higher Education Provider to introduce a new curriculum that will see new officers gain professionally recognised qualifications. BTP will be responsible for the initial training of student officers which will be an enhanced version of the current 18 week programme and is expected to increase to a 33 week programme which will include 12 weeks of on-the-job learning and 21 weeks of formal learning. We are seeking a talented Learning Designer to join our temporary project. As a Learning Designer, you will play a crucial role in analysing and designing innovative learning experiences aimed at enhancing the effectiveness and engagement of our educational materials.The learning designer will work with the rest of the project team, wider L&D, stakeholders and SMEs to design the lesson plans and learning assets required to facilitate delivery of the new recruit training programme. |
| C Dimensions of the Post |
| Financial – None Staff Responsibilities-No directKey Statistics There are approx. 300 new recruits annually that will access and complete this new programmeThere is expected to be in excess of 300+ digital learning assets to be created, all of varying lengths |
| D Principal Accountabilities |
| 1. Alongside SMEs and managers, work to understand and define a strategy for the learning intervention, identify learning objectives and measurable business outcomes.
2. To work with trainers and SMEs to help design new and re-design existing learning programmes with a blended learning approach
3. Conduct thorough analysis of existing learning materials, learner profiles, and program objectives to identify gaps and areas for improvement and how digital learning methods can be maximised.
4. To research, understand and represent the user and their needs ensuring any learning experience addresses those needs and is prototyped and fully tested.
5. Develop a creative vision for individual learning experiences within the confines of budget and viability.
6. Utilise instructional design principles to develop clear learning objectives, content outlines, and instructional strategies that align with project goals.
7. Collaborate with subject matter experts (SMEs) and stakeholders to design a broad range of engaging and interactive learning content
8. Leverage digital tools and technologies to enhance learning experiences
9. Ensure that learning materials are accessible to all learners, including those with disabilities, by adhering to accessibility standards and universal design principles.
10. Design assessment strategies to measure learning outcomes and gather feedback from learners and stakeholders for continuous improvement of the learning program.
11. Work closely with project team members, including project managers, content developers, videographers, editors and SMEs, to meet project deadlines and deliver high-quality learning solutions.
12. Maintain accurate documentation of the design and development process, including project plans, design documents, and progress reports.
13. Create scripts and storyboards for learning assets to be approved by others
14. Establish effective relationships with key internal and external partners to implement a collaborative approach to learning and development and ensure the best outcome for the learner.
15. To work as part of a team to ensure a consistent approach to all our learning solutions
16. To be able to positively challenge, advise and support stakeholders with a view to creating user centred, simple yet effective and innovative learning experiences.
17. To keep skills and knowledge up to date by being aware of new learning technologies and techniques, best practice in this area and introducing new ideas to the team
18. The post-holder will work towards the team’s objectives in the research, design and delivery of high class learning materials
19. Collaborate fully with a cross BTP’s project teams ensuring common goals and timelines are agreed and well communicated.
20. Ensure that any proposed learning intervention meets BTP standards and guidelines and works within the BTP’s values and objectives.
21. To work alongside other Learning Designers to seek creative input and ideas and share best practice.
22. To work within BTP’s compliance policies, and QA standards.
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| E Decision Making |
| Make Decisions* Responsible for managing own workload, and deciding when to prioritise and how to manage conflicting demands

Significant say in Decisions * Advise managers and SMEs on options and approaches to learning design
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| F Contact with Others  |
| Internal* Temporary design team, Recruit Training Team. L&D managers, Technology teams, SMEs, Trainers, L&D service centre, LMS Manager

External* External Supplier, HEI, The College of Policing, Other Police Forces, Railway partners
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| G Essential Criteria  |
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| Qualifications and Training:  |
| * Learning and Development Qualification
* Degree or qualification in a related discipline
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| Experience:Excellent interpersonal and communication skills in Welsh No |
| * Extensive proven experience in learning design theory, practice and principles
* Experience of curriculum development and educational technology
* Experience of designing new and innovative learning solutions, including face to face and a broad range of digital learning solutions
* Previous experience working in a similar Learning Design role
* Experience of carrying out training needs analysis
* Experience of working with SMEs to scope learning objectives
* Experience of evaluating learning solutions
* Experience of designing successful learning solutions
* Experience of designing and implementing assessment strategies for learning
* Experience of working with content developers to use a range of authoring tools to develop learning
* Experience of working with a learning management system to deploy learning
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| Skills:Excellent interpersonal and communication skills in Welsh No |
| * Strong analytical and problem-solving skills, with the ability to translate complex concepts into clear and engaging learning materials.
* Excellent communication and collaboration skills at all levels, with the ability to work effectively in a team environment.
* Able to demonstrate the principles of user centred design and how to effectively deliver user testing and research
* Ability to manage multiple projects at once
* Ability to work with minimal supervision
* Strong time management skills
* Fully competent in using and operating the full suite of Microsoft 365 products
* Excellent creative design skills
* Excellent attention to detail
* Skilled in using technology to improve the quality of learning solutions
* Passionate about the latest and newly emerging learning technologies
* Able to demonstrate a clear understanding of how to effectively uncover objectives and outcomes within a project and delivering them against measurable KPIs.
* Able to demonstrate the effective management of stakeholders enabling clear, honest communication to ensure the successful delivery of a project.
* Able to demonstrate a collaborative approach to projects undertaking a key role within specific project teams.
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| Knowledge: |
| * Familiarity with accessibility standards (e.g., WCAG) and universal design principles.
* A comprehensive understanding of quality assurance processes and procedures
* In-depth knowledge of the whole learning design process, adult learning theories and methodologies
* Knowledge of a broad range of digital learning approaches
* Knowledge of success factors that are fundamental to the design and delivery of blended digital learning solutions.
* Demonstrable knowledge and understanding of the effective management of projects
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| Desirable criteria:   |
| * Bachelor's degree in Instructional Design, Education, or related field (Master's degree preferred).
* Digital Learning qualification/ Digital Design qualification
* Previous Police or Railway Experience
* Previous teaching/ training experience
* Project management qualification
* Previous experience working in an L&D role
* Experience with gamification or an understanding of the principle of game design Experience with virtual or augmeted reality Skills: Game design for learning
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| H Additional Information |
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| For Panel to complete only:Line Manager Approval: (this is only signed off when the line manager has approved the final version)Panel Approval: (this will only be signed off once the job has gone through the Job Evaluation Panel)Date:Click or tap to enter a date. |