



# JOB DESCRIPTION

*This job description outlines the key accountabilities of, and output required from, the postholder. It is not a definitive list and the role may well change and evolve over time.*

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|-------------------------------|---|
| <b>Name:</b>                  | tbc   |
| <b>Job title:</b>             | Senior Instructional Designer with Resource Capacity Management responsibility (0.6fte).                                  |
| <b>Department / location:</b> | 3D team within the Pedagogy and Learning Department.<br><br>Remote role (with office based meetings up to once per month) |
| <b>Report to:</b>             | Dr Siobhan Mellor   |

## **Main purpose of the job:**

- (1) To develop engaging new courses, review and improve existing courses, contribute to the strategy and development of the learning design department, collaborate with the learning design team as appropriate, and ensure the continual improvement of the delegate learning experience.
- (2) To manage the project scheduling and resource capacity management for the successful development and launch, on-time and on-budget, of new courses, modules, apprenticeship and updates to existing courses

## **Key tasks and responsibilities:**

### **Strategy and development:**

- Work closely with the learning design team to contribute to delivering a clear strategy and vision for the learning design department
- Develop inclusive learning environments that ensure delegates of all learner styles are able to flourish from the Real Group learning experiences across the Real Training, Dyslexia Action, Educational and Sporting Futures (ESF) brands.
- Support with future Tender opportunities to bid for work, and to contribute to the

development of courses as a result of successful Tenders.

**Course Development:**

- Take a lead on project managing new courses with agreed templates, project software
- To work closely with subject matter experts and the Real Group learning design team to create engaging courses
- To take a hands on approach to the design, writing, editing and production of new courses in line with Real Group philosophy and practice
- To support with course ID reviews, for quality and consistency.
- Create & implement consistent templates
- Set up new project boards/schedules
- Run delegate feedback focus group (where needed)
- Provide regular reports to leadership about the status of courses, engagement, delegate satisfaction, budget and timelines

**Management of course development scheduling**

- Daily project scheduling via 'stand-ups' to drive task completion
- Identify overdue tasks, risks etc. Solve and escalate.
- Resource capacity management
- Subject Matter Expert (SME) management and liaison
- Manage team storage system (files, folders etc)
- Manage feedback/review system

**Innovation:**

- Keep up to date with the latest learning technologies and design techniques
- Propose alternative ways of increasing interactivity and engagement with the current learning material
- To coordinate the 'annual learning design forum' across Real Group for colleagues to share learning design best practice, seek inspiration for learning design innovation and to inform strategy and development

**Review and Improvement:**

- To further develop a plan for effective and rigorous evaluation and improvement of Real Group courses within budgetary constraints
- To liaise with course leaders to maintain and upgrade course content as necessary

**Work in a team:**

- Engage with all stakeholders across the company to further the effectiveness of learning design and delivery at Real Group

**Other:**

- To contribute to tenders as and when necessary

- Any other reasonable request.

**Measurable outputs:**

- Produce accurate and engaging courses within agreed timescales.
- Project manage / Resource Capacity manage the development of new courses to agreed schedules.

**Practical requirements:**

- Attend team meetings either in, but not exclusively, the Real Group Canterbury or Greenwich offices.
- Core hours 09.30 to 17.30, Monday to Friday, including a 30-minute unpaid break if working for a continuous period of more than six hours.

*The above job description is a guide to the work you may be required to undertake but does not form part of your contract of employment and may change from time to time to reflect changing circumstances.*

**Date: April 2024**