BPP Job Description

Job Title   **Digital Learning Technologist**

Department   **School of People and Skills Development**

Location   **Home based**

Additional details   **n/a**

Travel requirements (if applicable): on occasion

Contract type   **Full time and permanent**

Hours of work   **0900-1730**

Reporting lines   **Learning Design Lead**

Job Purpose

We seek a highly organised and detail-oriented individual to join our team as a Digital Learning Technologist. You will be responsible for building content on our Virtual Learning Environment platform and ensuring that it meets BPP's quality and compliance standards while being accessible and engaging to our learners. The role requires excellent technical skills and managing multiple projects simultaneously.

Key Responsibilities:

1. Content Development: Create engaging, high-quality content for our Virtual Learning Environment (VLE) platform, aligning with quality standards and learning objectives.
2. Formatting and Accessibility: Ensure content is formatted for enhanced accessibility and readability, following industry standards and inclusive design practices.
3. Project Management: Efficiently manage multiple projects, meet deadlines, and deliver within scope, and collaborate with cross-functional teams as needed.
4. Quality Assurance: Conduct regular content quality checks, meticulously rectifying errors to maintain accuracy and integrity.
5. Stakeholder Collaboration: Collaborate with subject matter experts and stakeholders to gather input, ensure content accuracy, and maintain relevance.

6. Continuous Improvement: Stay updated on e-learning trends, propose improvements, and implement innovative ideas to enhance the learning experience.
7. Documentation Storage and Version Control: Develop and maintain a well-organised system for storing and cataloguing learning materials, including version control, AR packages and other resources.

Skills, experience & qualifications required - Essential.

- Effective Communication: Demonstrate strong communication skills, both written and verbal, to foster collaboration with stakeholders and team members.
- Strong organisational skills, attention to detail, and ability to multitask in a fast-paced environment.
- Excellent IT skills

Desired Skills and Qualifications:

- Prior experience in content development and instructional design is an advantage.
- Proficiency using Virtual Learning Environment (VLE) platforms, particularly Moodle.
- Experience with e-learning authoring tools such as Articulate Rise or similar software.
- Prior experience in content development and instructional design.
- Familiarity with industry standards and best practices for accessible and inclusive design.
- Knowledge of multimedia production tools, such as audio and video editing software.