



THE ROYAL COLLEGE OF NURSING OF THE UNITED KINGDOM

JOB DESCRIPTION FORM

Job Title: Digital Learning Developer
Department: IT & Digital Department
Reports to: Senior Digital Learning Designer

Key relationships:

Senior Digital Learning Designers/ IT & Digital Department
Digital Learning Developer/ IT & Digital Department
Resources Coordinators/ IT & Digital Department
Senior UX Designer/ IT & Digital Department
Head of Product Management & Design/ IT & Digital Department

Hours: 21 hours per week

(Required to work flexibly to meet the requirements of the job. Occasional travel within the UK with occasional overnight stays and extended days required to fulfil the duties of the post)

Grade: G

London Weighting: £5094.00 per annum per annum

Location: RCN HQ

JOB PURPOSE

The role of the Digital Learning Developer supports the delivery of the RCN's technology enhanced learning offer. Typically this includes working with the Senior Digital Learning Designer, on all aspects of administration of the LMS and courses, creating new and maintaining existing online learning materials using a range of media for Learning Management system and web-based delivery. The Digital Learning Developer will provide technical and creative expertise in delivering content on LMS and CMS and developing learning assets.

KEY RESPONSIBILITIES

1. Management responsibilities

1. Support the Senior Digital Learning Designer operationally in the project management, development and maintenance of the RCN's online learning programme and resources.

2. Projects

- 2.1 Infection Prevention and Control programme blended learning
- 2.2 Leading Sustainability in Health and Social Care programme blended learning
- 2.3 Undertake other projects as they arise in line with the job role

3. Financial responsibilities

- 3.1 Work within the Nursing Department's costing model, agreed budgets and financial standing orders within the RCN

4. Specific role responsibilities

- 4.1 LMS administration and development, this includes, uploading new programmes and module content, and to fully utilise the Learning Management (LMS) System features as appropriate.
- 4.2 Enrolling new learners into the LMS, assigning roles and audiences, creating dynamic audiences.
- 4.3 Working with the LMS dashboards, so that participants can navigate the LMS with ease.
- 4.4 Responsible for implementing new plugins as needed for the LMS, for example Turnitin. Implementing custom certification.
- 4.5 Create assets such as recording webinars and podcasts, 'how to guides' using video and audio editing software.
- 4.6 Support with creating digital learning content for a range of end users including RCN members, non-members and corporate clients.
- 4.7 Take design briefs from the Senior Digital Learning Designer and create compelling digital experiences.

- 4.8 Manage work across team members, project working group and external contractors and contributors.
- 4.9 Coordinate the inputs into projects, ensuring that all stages are delivered to schedule.
- 4.10 Quality assure and amend presentations.
- 4.11 Carry out tasks associated with the delivery of content on the Learning Management System.
- 4.12 Where required carry out picture research.
- 4.13 Populate templates using a content management system.
- 4.14 Upload, test, quality assure and fix digital learning content.
- 4.15 Test and quality assure content on the LMS.
- 4.16 Manage tasks associated with the development of instructional elements for assigned online learning projects using application of choice.
- 4.17 Iterate designs through seeking feedback and evaluation from the Senior Digital Learning Designer, stakeholders and end users
- 4.18 Balance the need for high quality interactive educational content with the principles and requirements of inclusive design
- 4.19 Maintain awareness of the issues relating to accessibility and usability and incorporate these into the development of instructional materials.
- 4.20 To contribute to creative thinking in the team around the use of new and existing technology for enhanced learning
- 4.21 To contribute to a culture of innovation in the field of online learning within the Nursing Department and the wider RCN
- 4.22 Stay abreast of new emerging user needs, computing technologies and participate in discussions on how they might be used to enhance the RCN's online learning offer and wider online learning applications.
- 4.23 Be aware of good practice in usability and accessibility, copyright and intellectual property practice and the position of content within that, particularly where content is developed in collaboration with other agencies
- 4.24 Participate in staff development regarding online learning principles and technologies when required

5. Additional responsibilities

- 5.1 Treat colleagues, members, customers and others with respect in line with our values and Our Respect Charter.
- 5.2 Champion equality, diversity, inclusion and human rights and be responsible for contributing to achieving the commitments set out in the RCN Group Equality, diversity and inclusion statement.
- 5.3 Comply with the RCN Data Protection Policy, Retention Schedule and department procedures to ensure personal data is protected at all times.
- 5.4 Maximise all opportunities available to encourage member recruitment and promote the benefits of joining the RCN. Promote the RCN as the organisation that represents nurses and nursing, and that promotes excellent in practice and shapes health policies.
- 5.5 Undertake any other duties as requested in line with the job role.

Job description updated by:

[Lena Davies] [Senior Digital Learning Designer]

[23/04/24]