**Job Description**

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| **Job Title:****Function:****Team / sub-function:****Reports to:**  | Digital Learning DesignerPeopleTalent DevelopmentDigital Learning Manager |
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**The role**

This role is responsible for creating engaging learning materials supporting the roll-out of key business initiatives including, but not limited to, the integration of our new people system and complaints training for our practices. This role requires having creative flair, knowledge and experience in video editing software.

Key Accountabilities include;

* Designing and delivering engaging, creative and effective digital learning solutions
* Partnering effectively with subject matter experts (SMEs) to create learning initiatives that meet our business goals
* Ensuring all content follows brand guidelines
* Staying up to date on both digital and instructional design trends
* Writing compelling scripts for videos and recording friendly yet professional voiceovers
* Creating learning journeys within our learning managements system (LMS), assigning these to user groups and reporting on engagement and completion

**Skills and Experience** *(split by essential and desired)*

Essential:

* Experience using Camtasia, Adobe Premiere Pro and Adobe AfterEffects for video editing, screen capture and animation
* Experience of using digital learning authoring tools such as Articulate Storyline and Articulate Rise
* Strong graphic design skills
* Scriptwriting and voiceover creation
* Communication and collaboration skills to work with Subject Matter Experts

Desired:

* Administration of learning management systems (LMS)
* Previous experience creating learning for software roll-out

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| **Date:** | 6th February 2024 | **Prepared by:** | Amy Humphries |