

<b>TRINITY</b> COLLEGE LONDON	<b>Job Description</b>
<b>JOB TITLE:</b>	Digital Learning Producer
<b>Accountable to:</b>	Head of Digital
<b>Staff managed:</b>	N/A
<b>PURPOSE OF THE JOB</b>	
<p>Trinity College London (TCL) is committed to developing digital solutions across a range of areas including: examination, assessment and test delivery; digital learning and development; and delivery of other non-examination and commercial new products.</p> <p>As a key part of the team, the Digital Learning Producer will play a key part in the digitisation of Trinity's training, learning and assessment portfolio. Working with internal teams and external developers and other stakeholders, the primary focus of this role is to create a first class digital customer experience.</p> <p>This role is hands on and the post holder will enjoy both conceptual thinking and the execution of projects and tasks.</p>	
<b>KEY ACCOUNTABILITIES &amp; TASKS</b>	
<ul style="list-style-type: none"> <li>• Design and create intuitive and highly engaging digital learning and training solutions</li> <li>• Develop training and assessment modules using e-learning authoring tools and/or lead the technical and creative development process of online assessment and e-learning modules with third parties</li> <li>• Support the development of the learning management system into a global platform for the delivery of training and assessment</li> <li>• Work with academics, key stakeholders and project teams to produce and deliver digital content</li> <li>• Interact with internal and external customers about estimates, project plans, status, updates, risks and issues</li> <li>• Understand and use project management concepts, both Agile and Waterfall</li> <li>• Set up and conduct proto-type testing and piloting with customers and user groups</li> <li>• Liaise with the marketing/sales team to identify a launch strategy for digital products</li> <li>• Actively promote use of digital assessment and learning tools to increase internal/external adoption and value.</li> <li>• Keeps up-to-date with industry developments and looks for innovative concepts and solutions to place Trinity ahead of the competition and raises awareness of possible opportunities available</li> </ul>	

## JOB RELATED KNOWLEDGE, SKILLS & EXPERIENCE REQUIRED FOR THE POST

**Education/Qualification** Educated to degree level

**Job Related Knowledge** Empathy with the education sector is important, as is having personally and professionally developed in the digital arena. Previous experience of working in the assessment industry.

### Essential Skills

- Passionate about the potential and possibilities of the digital world and the delivery of high quality virtual learning environments
- Commercially focussed with the ability to dissect and translate concepts to all stakeholders
- Superb presenter and effective communicator of ideas
- Have a highly analytical approach and understand the strengths of the brand and products
- Have meticulous attention to detail and the ability to work to tight deadlines whilst delivering quality and customer excellence.
- Multi-tasking with proven problem solving skills
- Ability to work positively within an ever changing environment
- Great team player with a sense of humour

### Essential Experience:

- Formal instructional design or e-learning design qualification
- Experienced with assessment and learning principles
- Proficient with e-learning authoring tools and video/audio editing software such as Articulate Storyline, Captivate etc.
- Knowledge and experience in using Photoshop

## CONTACTS : INTERNAL AND EXTERNAL

Trinity College London's global teams – academic, marketing, product, IT  
Third party suppliers  
Customers, potential customers, academia

## FINANCIAL PARAMETERS

Agrees spend with line manager before incurring costs