**TITLE OF POST: MULTI MEDIA TECHNICIAN E – LEARNING**

**GRADE: SC6**

**RESPONSIBLE TO: LEARNING AND ORGANISATIONAL DEVELOPMENT**

**MANAGER**

**MAIN PURPOSE OF JOB:**

Under the guidance of the Learning and Organisational Development Manager, to undertake the support and delivery of duties within the function which contribute to the provision of an excellent service, whilst ensuring the effective use of resources. To support department managers in the delivery of exceptional services to our community and key stakeholders.

To be responsible for the effective design and development of e-learning packages to support the work of the Learning and Development function

1. **GENERAL DUTIES**
   1. To promote the Service Vision, ‘Creating the Safest Community’.
   2. To work effectively and efficiently to support line management in the delivery of the department’s aims and objectives.
   3. To maintain appropriate and robust information systems within the department.
   4. To maintain positive and effective liaison links with organisations and partners as appropriate.
   5. To support the preparation and production of a variety of quality information for inclusion in management and departmental reports.
   6. To ensure compliance with relevant legislation and to ensure data security is maintained.
   7. To ensure relevant knowledge is up to date.
   8. To identify and recommend areas of potential improvement.
   9. To represent the function at internal and external meetings and events and take minutes when required.
   10. To support the activities of the function and diary management for line management where required.
   11. To support colleagues with their work as required.
   12. To attend internal and external training courses as necessary.
   13. To undertake any other duties as appropriate to the role.
2. **ROLE SPECIFIC DUTIES**
   1. To be responsible for the design and development of e-learning training materials including assessment, development and simulation exercises to support the delivery of effective Learning and Development to Service personnel.
   2. To undertake creative activities in the development of e-learning packages including conception, storyboarding, presentation and implementation of the package.
   3. To produce and develop training support materials for users of e-learning training packages.
   4. To liaise with the Service’s media resources unit and where appropriate capture and edit photographic, artwork, graphic and video media, for inclusion within e-learning training materials; developing new materials and enhance existing.
   5. To undertake web development activities using Javascript.
   6. To provide specialist support to the Line Manager, as required, in developing and implementing e-learning packages in the creation of virtual learning environments.
   7. To be responsible for the functionality of all relevant IT hardware and software in conjunction with the Service ICT Department, manufacturers and other suppliers, including installation, maintenance, upgrades and fault analysis/resolution.
   8. To ensure compliance with copyright law and other relevant legislation and obtain permission to reproduce copyright material in order to ensure legal infringements are avoided.
   9. To ensure that all e-learning packages and materials produced adhere to the Service’s corporate style/image and quality standards.
   10. To undertake analysis activities on existing e-learning packages, ensuring they are produced to a high quality and remain fit for purpose.
   11. To maintain an awareness of technological developments and recommend improvements to existing hard/software which will enhance the quality and effectiveness of the functions of the e-learning packages produced.
   12. To maintain accurate records and produce and collate exercise materials, documents and associated artwork as necessary i.e. video, photographic, graphic art work.
   13. To support the production of relevant learning and development policies and procedures as required.
3. **HEALTH AND SAFETY (GENERAL POLICY)**
   1. By reference to current health and safety legislation and the Service's Health and Safety Policy to ensure that all employees:-
   2. Consider the safety of other persons who may be affected by their acts or omissions and to cooperate with their employer to perform and comply with any duties or requirements imposed upon them.
   3. Work with machinery, equipment and substances in accordance with information and training provided.
   4. Refrain from intentionally misusing or recklessly interfering with anything that has been provided for the purpose of health, safety and welfare.
   5. Report any hazardous defects in plant and equipment, or shortcomings in the existing safety arrangements, to a responsible person without delay.
4. **EQUALITY AND DIVERSITY (GENERAL POLICY)**
   1. To ensure an understanding and commitment to equality and diversity in accordance with service policies and procedures and demonstrate positive promotion of equality and diversity principles through working to the Service’s core values.
   2. To champion the principles of equality and diversity and provide appropriate advice, guidance and support.
   3. To challenge inappropriate behaviour and non-compliance with equality and diversity policies, procedures and principles.
5. **SAFEGUARDING** 
   1. To promote the application of the Authority’s Safeguarding Policies.
6. **ENVIRONMENT STRATEGY**
   1. To demonstrate an understanding and commitment to the Service’s Environment Strategy, in relation to the environment and carbon reduction policies.