

**JOB TITLE:           LEARNING CONTENT DEVELOPER**

**REPORTS TO:       SENIOR LEARNING DESIGNER**

### Background

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The Cambridge Judge Business School (CJBS) Digital Learning (DL) team is a central team of learning designers, content developers and learning technologists focused on the development and delivery of dynamic and engaging learning, educational programmes, and training on digital learning delivery for our high calibre faculty and students. The central Digital Learning team is responsible for providing department-level oversight and coordination in the use of digital learning, working closely with professional and academic teams within the Business School, with projects involving an increasing variety of learners.

The Learning Content Developer will be pivotal in enabling DL to meet the School's strategic requirement to offer exceptional learning experiences to all learners and will provide direct practical support at all phases of the production of learning-designed modules. The role will include routine engagement with the learning platform, the construction of all elements of learning modules and responsibility for ensuring consistent quality across all output.

This role is ideal for individuals interested in the field of digital learning and for those just starting on this career pathway. It offers ample opportunity to broaden an existing knowledge base in digital learning tools, within a team that is committed to integrating new methodologies and innovative technologies to enhance the educational experience for all students.

### The role

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The Learning Content Developer will offer direct, practical, and proactive support for the delivery of learning modules and other digital learning projects. Working closely with the wider team, the role holder will support the production of all aspects of universally designed learning content, materials, and resource delivery. The role holder will build modules using a variety of digital platforms, following project briefs, and will ensure that all projects meet quality and deadline requirements.

### **Main responsibilities**

#### Instructional content development

- Create digital learning resources for students using a Learning Management System (LMS) and other authoring tools.
- Assist the Learning Design team with media production treatments.
- Be responsible for embedding videos in modules and checking transcription accuracy and availability.

- Plan and execute small projects to support the development of modules.
- Create forums and spaces for discussion within modules.
- Support the provision of reading lists and other digital resources as necessary.
- Engage in specialist coding to develop learning activities, initially under expert supervision and guidance.

#### Quality assurance

- Undertake curriculum mapping to reduce instances of repetition and overuse of cases.
- Plan and undertake a full review of all modules before handover to programme teams.
- Check and test all activities and tests within modules prior to handover and work with learning designers to run testing prior to live student assessment.
- Monitor the progression of projects from inception to delivery and work with the Senior Learning Designer to ensure deadlines within the team are met.
- Review material, content, scripts, transcripts, and treatments as required by the Learning Design team

#### Reporting and documentation

- Document the process and outcome of all testing – within modules and more widely on learning platforms and other tools.
- Produce reports as requested, detailing student engagement with learning materials via the LMS to assist the team in broadening our understanding of the student digital experience
- Research and analyse data relating to student learning experience, and whole digital experiences; undertake user group discussions with the support of the Senior Learning Designers and other members of the team.
- Undertake documentation of team processes for consistency, improvement and the development of best practice

#### Communication

- Work with programme teams to update the progression of content development.
- Keep up-to-date information regarding 'go live' dates and other important points during the academic year. Work with Senior Learning Designer to disseminate information more widely.
- Discuss resource needs with Information and Library Services (ILS) where necessary.
- Work closely with programme teams and faculty in all areas of content production.
- Build and maintain good working relationships within the Digital Learning team.

#### General digital learning support

- Undertake professional development activities and training to fully support the team in the use of technologies to produce content.
- Undertake related activities within the digital learning team as defined and requested by the line manager.

- Proactively support module development across programmes and work with the line manager to define new project areas to further the strategic aims of digital learning and to support the promotion of universal digital learning across CJBS.

## The person

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The ideal candidate should have the following qualities, skills, and attributes. You are asked to complete an online application demonstrating how your own experience meets these requirements:

- Experience working with virtual learning environments, preferably in higher education or further education settings is desirable.
- A keen interest in education, learning and technology.
- Previous drafting, proofreading and editing experience.
- Experience in coordinating and delivering multiple projects through a full life cycle, often simultaneously and to tight deadlines.
- Basic knowledge of HTML is desirable.
- Strong, precise, attention to detail, and the ability to easily spot and correct errors.
- Excellent written and visual communication skills.
- Strong interpersonal skills, including the ability to communicate with people with differing levels of technical knowledge.
- Excellent planning and organisational skills, and the ability to co-ordinate a range of complex, concurrent activities.
- Educated to HND/HNC, Level 4/5 vocational qualifications or equivalent level of practical experience.
- Excellent English language skills.
- A team player, with proven ability to work collaboratively with tact and professionalism.
- Commitment to continuous improvement processes in both their own work and in the provision of educational materials.
- Willingness to undertake training and professional development to assist the digital learning team in the delivery of innovative learning content.

## Benefits

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This is a full-time position working 36.5 hours per week. There will be a six-month probationary period. Holiday entitlement is 28 days per annum plus eight days of public holidays. The salary will be in the range of £29,605-£33,966 per annum.

The full incremental salary range for the position is advertised in order to demonstrate the progression for the Grade. In the majority of cases appointments will be made at the Grade minimum; only in very specific exceptional circumstances can a higher salary be offered.

The University of Cambridge comprises more than 150 departments, faculties, schools, and other institutions, plus a central administration and 31 independent and autonomous Colleges. It is one of the world's oldest and most successful universities, with an outstanding reputation for academic achievement and research.

With excellent benefits, extensive learning opportunities and a stimulating and attractive environment, the University of Cambridge is a great place to work. Our employees are eligible for a wide range of competitive benefits and services. We give them access to numerous discounts on shopping, health care, financial services, and public transport. We also offer final salary pensions and tax-efficient bicycle and car lease schemes.

We have two nurseries and a holiday play scheme to help support those with childcare responsibilities and we offer various types of family-friendly leave to aid employees' work-life balance. In addition, we operate a number of initiatives to promote career development, health and well-being.

Further details can be found at [www.admin.cam.ac.uk/offices/hr/staff/benefits](http://www.admin.cam.ac.uk/offices/hr/staff/benefits). There is also a range of information about living and working in Cambridge at [www.jobs.cam.ac.uk](http://www.jobs.cam.ac.uk).

### Application arrangements

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To submit an application for this vacancy, please search for this position on the University's Job Opportunities website at [www.jobs.cam.ac.uk](http://www.jobs.cam.ac.uk) and click on the "Apply online" button at the bottom of the relevant job description. This will route you to the University's Web Recruitment System, where you will need to register an account (if you have not already) and log in before completing the online application form.

### **The closing date for applications is 30 May 2024.**

Applicants are required to provide details of two referees. These will not be contacted unless the applicant is shortlisted.

### Equality of opportunity at the University

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The University of Cambridge is committed to a proactive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture and values diversity. Entry into employment with the University is determined by personal merit and by the application of criteria required for the post. No applicant for an appointment or member of staff will be treated less favourably than another on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability (including HIV status), sexual orientation, religion, age or socio-economic factors.

The University has various diversity networks which help it to progress equality; these include the Women's Staff Network, the Disabled Staff Network, the Black and Minority Ethnic Staff Network and the Lesbian, Gay, Bisexual and Transgender Staff Network.

### Information if you have a disability

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The University welcomes applications from individuals with disabilities and is committed to ensuring fair treatment throughout the recruitment process. Adjustments will be made, wherever reasonable to do so, to enable applicants to compete to the best of their ability and, if successful, to assist them during their employment.

We encourage applicants to declare their disabilities in order that any special arrangements, particularly for the selection process, can be accommodated. Applicants or employees can declare a disability at any time.

Applicants wishing to discuss any special arrangements connected with their disability can, at any point in the recruitment process, contact, a member of Cambridge Judge Business School's HR team who are responsible for recruitment to this position by email on [hr@jbs.cam.ac.uk](mailto:hr@jbs.cam.ac.uk).