



HM Prison & Probation Service

HQ Job Description (JD)

Band 7

Directorate: NPS

Job Description – Learner Design and Development Specialist

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Job Description

Job Title	Learner Design and Development Specialist
Directorate	NPS
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Overview of the job	<p>This role will sit in the new Learning Design Faculty, within the Probation Workforce Programme, as part of the Learner Design and Development team. The purpose of this role is to support an evidence-based, learner-centred design approach, providing advice, guidance, tools and techniques that can be practically applied to learning design. The post-holder will report to the Learner Research, Design and Development Lead.</p> <p>Working within a matrix structure, the post holder will work closely with the Learner Research and Testing team, the L&D Improvement team and the L&D Project Managers; working in collaboration to define, design, develop and test new learning experiences and digital resources in an agile way.</p> <p>The role holder will be responsible for the design and development of content to deliver meaningful learning experiences; delivering the desired learning outcomes and providing learners with the opportunity to practice the required skills and behaviours in a safe environment.</p> <p>This role is non-operational and has no formal line-management responsibility.</p> <p>This role is HQ based and will require occasional travel to other HMPPS sites/regions.</p>
Summary	<p>The main purpose of this role is to:</p> <ul style="list-style-type: none"> • Provide advice, guidance, tools and techniques that can be practically applied to learning design. • Design and develop learning content to deliver meaningful learning experiences. • Scope, write and develop bite-sized digital job aids that are accessible at point of need and can be applied immediately (e.g. checklists and FAQs; templates and guides; videos, infographics and animations; case studies). • Identify and engage with relevant SMEs to deliver the desired learning outcomes for each project; setting clear expectations on input requirements and time commitment. <p>The full individual responsibilities, activities and duties of the post-holder are listed below.</p>
Responsibilities, Activities and Duties	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> • Provide advice, guidance, tools and techniques that can be practically applied to learning design. • Design and develop learning content to deliver meaningful learning experiences. • Scope, write and develop bite-sized digital job aids that are accessible at point of need and can be applied immediately (e.g. checklists and FAQs; templates and guides; videos, infographics and animations; case studies). • Identify and engage with relevant SMEs to deliver the desired learning outcomes for each project; setting clear expectations on input requirements and time commitment.

	<ul style="list-style-type: none"> • Organise and facilitate a multi-disciplinary working group of practitioners and SMEs to define, design, develop and test new learning experiences and digital resources in an agile way. • Oversee and support the creation of facilitator guides that provide simple, practical instructions and key talking points to deliver the desired learning outcomes and experience. • Manage timely delivery of learning products; setting, managing their milestones and timelines to deliver learning design outputs. • Work with L&D Product Owners to form a multi-disciplinary team of SMEs to support timely design working within set accelerated timeframes. • Liaise with Learning Services to ensure resource is available to deliver learning products. • Work with Product Owners/Learning Services to prepare facilitators to pilot the redesigned module in terms of content and approach. • Work with the Design and Development Coordinator and Learning Services to ensure the catalogue of learning resources is maintained accurately. • Review and update learning resources in response to outputs from quality assurance reviews, changes in practice standards, continuous improvement audits and recommendations arising from SFOs and HMIP report findings. • Work collaboratively with colleagues at all levels across the programme and organisation in the design and delivery of evidence-based, learner-centred learning resources and experiences. • Be a strong advocate for learning, taking responsibility for own continuous professional development. • Attend programme meetings/Boards on behalf of the Learner Research, Design and Development Lead as required. <p>The duties/responsibilities listed above describe the post as it is at present and is not intended to be exhaustive. The job holder is expected to accept reasonable alterations and additional tasks of a similar level that may be necessary. Significant adjustments may require re-examination under the Job Evaluation Scheme and shall be discussed in the first instance with the job holder.</p>
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Behaviours	<ul style="list-style-type: none"> • Communicating and Influencing • Changing and Improving • Working Together • Managing a Quality Service
Strengths	It is advised strengths are chosen locally, recommended 4-8.
Experience	<ul style="list-style-type: none"> • Experience of designing and developing engaging digital content and user guides • Experience of designing learning and development content • Experience of facilitation/leading focus or working groups • Experience of using effective relationship building skills to manage and communicate with key stakeholders
Technical Requirements	
Ability	

Minimum Eligibility	<ul style="list-style-type: none">• All candidates are subject to security and identity checks prior to taking up post.• All external candidates are subject to 6 months' probation. Internal candidates are subject to probation if they have not already served a probationary period within HMPPS.• All staff are required to declare whether they are a member of a group or organisation which HMPPS consider to be racist.
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Hours of Work (Unsocial Hours) Allowances	
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Success Profile

Behaviours	Strengths It is advised strengths are chosen locally, recommended 4-8	Ability	Experience	Technical
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Communicating and Influencing			Experience of designing and developing engaging digital content and user guides	
Changing and Improving			Experience of designing learning and development content	
Working Together			Experience of facilitation/leading focus or working groups	
Managing a Quality Service			Experience of using effective relationship building skills to manage and communicate with key stakeholders	