

**SOUTH YORKSHIRE FIRE & RESCUE  
JOB DESCRIPTION**

<b>POST TITLE</b>	E-Learning Development Coordinator
<b>GRADE</b>	6
<b>FUNCTION</b>	Human Resources
<b>PERMANENT BASE</b>	SYFR Training & Development Centre, Handsworth, Sheffield
<b>RESPONSIBLE TO</b>	HR Business Partner (OD)
<b>RESPONSIBLE FOR</b>	N/A

**OVERALL PURPOSE OF JOB**

To be responsible for the production, management and delivery of high quality e-resources and other learning tools that support the delivery of learning and development across South Yorkshire Fire and Rescue (SYFR).

To be responsible for the development of SYFR e-learning processes and frameworks and to set up and manage systems and processes for ongoing maintenance, review and reporting of e-learning.

**MAIN RESPONSIBILITIES**

1. Be responsible for the use of e-learning software to develop, build and amend the current e-learning provision within SYFR including the seeking of stakeholder feedback and engagement in relation to user, administrator and managerial experience.
2. Work effectively with key stakeholders to plan creation and delivery of e-learning in line with organisational plans. Key stakeholders to include, but not be limited to; Operational Training, Emergency Response, Organisation Development and the Operational Support Team.
3. Design, develop and project manage the process of making creative, innovative and fit for purpose e-learning modules in line with the SYFR Training, Learning & Development Strategy and associated action plans for delivery via the SYFR e-learning system. Utilising specialist software (e.g. Adobe Photoshop, Adobe Premiere, Articulate Storyline, although this list is not exhaustive).
4. Utilise a range of appropriate learning and development strategies and approaches in order to ensure positive learning outcomes for the full range of learners and improvements in user experience.
5. Provide the appropriate specialist skills to create resources including video production and editing, development and simulation events and exercises.
6. Work closely with subject matter experts, training teams, managers and firefighters to ensure resources meet requirements. Supervise the process of content translation and collation of learning materials from subject matter experts and training teams.
7. Communicate and collaborate with other fire and rescue services to create shared e-learning resources and agree an overall quality benchmark of content.



8. Create, communicate and implement procedures to ensure clarity on e-learning content development within the ongoing Learning and Development Cycle.
9. Maintain and develop the SYFR e-learning system including responding to queries, functionality issues and the updating/creation and uploading of new/revised content.
10. Proactive involvement with any relevant e-learning providers in relation to system updates and changes and communication and management of these within SYFR.
11. Liaise with the ICT team in relation to technical matters involving training software/hardware as necessary.
12. Continuously evaluate the value add, return on investment and efficiency of SYFR e-learning systems, content and approach in addition to the production of appropriate reporting.
13. Support, promote and develop the use of e-learning as part of a considered blended learning strategy across all functions of the organisation.
14. Educate stakeholders in the benefits of appropriate e-learning and ensure accessibility of e-learning for all learners making best use of new technologies as appropriate. This includes mentoring and training personnel in e-learning design theory, upskilling where possible and guiding the process of incorporating blended learning opportunities.
15. Comply at all times with the Code of Conduct for Officers of SYFR and such other professional requirements as to standards of conduct.
16. Fully participate in SYFR's Performance Development Review process according to the responsibilities of the role.
17. Attend as required any training courses that will contribute to the effective performance of the post holder and those that will help maintain a working knowledge of current technological developments in online learning and development.
18. Practice and promote SYFR's Equality and Inclusion and Health and Safety Policies and to conduct oneself in a manner that is consistent with SYFR's core values at all times.
19. Ensure that risk is managed effectively within the section in accordance with corporate strategies and plans
20. Be responsible for the accurate and appropriate processing of data, ensuring compliance with organisational policies and procedures (i.e. data protection).
21. Carry out such other duties within the department as from time to time may be required, which are commensurate with the grading of this post.

**ANY OTHER INFORMATION** (including special conditions of service)

Flexi-time

**NOTE:** This document is produced as a guide to the general nature of the post and the list of duties is neither exhaustive nor exclusive.



## PERSON SPECIFICATION

Criteria	Essential	Desirable
<b>Qualifications</b>		
Level 4 training or learning & development qualification with focus on e-learning (or similar relevant qualification)	X	
Possess or willingness to work towards specialist e-learning professional qualifications / level 5/6 qualifications		X
Assessment and/or Quality Assurance qualification		X
Teaching qualification or willingness to work towards		X
<b>Knowledge</b>		
Working knowledge of e-learning design processes	X	
Working knowledge of the use of specialist authoring software such as Articulate Storyline, Adobe Photoshop, Adobe Premiere for the creation of e-learning content	X	
Understanding of learning theory and its practical application within a blended learning strategy including instructional design techniques and adult learning theories.	X	
Strong working knowledge of all Microsoft Office packages particularly Microsoft Excel	X	
Working knowledge of how to administer and manage a Learning Management System or Virtual Learning Environment	X	
Use of photographic and video equipment	X	
<b>Experience</b>		
Significant and demonstrable experience in the implementation and development of effective e-learning systems as part of a blended learning structure, using a range of software.	X	
Experience of working with a range of stakeholders to improve learner experience	X	
Experience of creating and uploading effective e-learning modules including the research and development of appropriate learning content	X	
Experience of developing and implementing effective new workflows and processes	X	
Experience of review projects and formal project management		X
Experience in the use of the Learn Pro e-learning platform		X
Supporting staff in the use of e-learning tools	X	
<b>Personal Effectiveness</b>		
Self motivated	X	
Excellent planning & organisational skills including the ability to prioritise and work to strict deadlines	X	
Ability to communicate effectively (internally and externally) across all levels of the organisation	X	
Ability to work with a high degree of autonomy, accountability	X	



and use of discretion when making decisions or recommendations		
Ability to innovate and enthuse about new technologies and developments within an e-learning & general learning and development context	X	
Creative and practical approach to the preparation of learning materials, working flexibly and learn new skills quickly	X	
Strong troubleshooting skills and an eye for detail	X	

