



# JOB DESCRIPTION

1. JOB SPECIFICS	
Job Title:	Learning Architect - DV Cleared
Reports to:	Head of Learning Architecture
Location:	London or Cheltenham
Department:	Content & Learning Design

2. ABOUT THE ROLE	
What you'll be doing?	<p>The purpose of the Learning Architect role is to lead on the design and development of digital learning assets as part of the client's transformation to a digital learning model. This will include consultancy, proposal writing and learning design, together with specifying work for digital production teams.</p> <p>In developing digital learning, the architect will be responsible for ensuring that the re-developed programmes are designed around the specific needs of the client, to align with their wider L&amp;D strategy. The new digital learning programmes should be innovative and designed around the learner experience, ultimately measured by delivering better outcomes for learners and the client.</p>
Key Responsibilities	<p><b>Analysis stage:</b></p> <ul style="list-style-type: none"> <li>• Work with the team to identify and describe the characteristics of the target learning population.</li> <li>• With a 'digital first' mind-set, consider appropriate multi-modal learning methodologies reflecting the diversity of the target audience.</li> </ul> <p><b>Design stage:</b></p> <ul style="list-style-type: none"> <li>• Work with client stakeholders to define the sequence of learning events/components for new products.</li> <li>• Define learning strategies and ensure they are aligned with technical requirements, learning needs, overarching pedagogical guidelines, commercial requirements, and underpinned by current research and learning theory and technology.</li> <li>• Develop proposal documents, including pricing.</li> <li>• Work with stakeholders to create project specification documents, where the pedagogical decisions will be shown to match the target audience's characteristics and learning objectives.</li> </ul> <p><b>Development stage:</b></p> <ul style="list-style-type: none"> <li>• Support the handover of work based on Agile product development operational model.</li> <li>• Act as Product Owner to ensure finished products meet specified client requirements.</li> <li>• Provide information on future pipeline of work to</li> </ul>

	<p>support planning for product development scalability.</p> <p><b>Implementation stage:</b></p> <ul style="list-style-type: none"> <li>Quality-control first cycle of product implementation.</li> </ul> <p><b>Evaluation stage:</b></p> <p>Work with client to design evaluation methods and metrics to meet their business needs</p>
KPIs & SLAs	<ul style="list-style-type: none"> <li>Ensuring that design and development of modules and other assets are completed to: <ul style="list-style-type: none"> <li>Meet the specification</li> <li>On time</li> <li>Within budget</li> <li>To meet quality standards</li> </ul> </li> </ul>
Key Working Relationships	You will regularly engage with a number of senior stakeholders from the Learning Design and Client side teams.

### 3. ABOUT YOU

Skills & Abilities	<ul style="list-style-type: none"> <li>Ability to communicate effectively in visual, written and verbal forms.</li> <li>Experience working with learning technologies, innovative learning approaches and modern training techniques.</li> <li>Ability to elegantly challenge the <i>status quo</i>: suggest and implement improvement initiatives.</li> <li>Ability to enthuse others.</li> <li>Ability to identify individual learner needs.</li> <li>Ability to identify and help learners to overcome potential barriers to progress and achieve.</li> <li>Coordinate a number of educational projects, ranging across a wide variety of technical subjects</li> <li>Excellent spoken/written communication skills (English).</li> </ul>
QA Competencies	<p><b>Core</b></p> <p>Integrity - 2  Accountability - 2  Communication - 3  Adaptability - 3  Initiative - 3</p> <p><b>Role Specific</b></p> <p>Innovation - 3  Analytical thinking - 3  Stakeholder Management - 2  Mentoring &amp; Coaching - 2  Strategic Thinking - 2  Change Advocate - 2</p>

Your Experience	<ul style="list-style-type: none"> <li>● Track-record in:             <ul style="list-style-type: none"> <li>○ The successful delivery of large-scale educational projects, preferably in a product development-related role.</li> <li>○ Quality assurance, control and sign-off of educational products, ensuring pedagogical quality, technical reliability and consistency of content (educational scripts, videos, publications, textbooks, etc.).</li> </ul> </li> <li>● Experience monitoring the market for new trends, technologies and R&amp;D of new learning solutions.</li> <li>● Experience managing educational products throughout all stages of software development lifecycle.</li> <li>● Experience managing budget plans with timely development and implementation.</li> <li>● Practical know-how on rapid Learning Authoring Tools.</li> <li>● Practical know-how on VLE content creation and management.</li> </ul>
Your Knowledge	Good knowledge of educational theory and technology.
Your Qualifications	<ul style="list-style-type: none"> <li>● Relevant Higher Education Qualification and/or significant industry experience</li> </ul>
What you'll bring to QA	<ul style="list-style-type: none"> <li>● Natural communicator.</li> <li>● Positive and proactive, with a can-do attitude.</li> <li>● Sees opportunity and solutions, where others see stumbling blocks.</li> <li>● Good planner and problem-solver.</li> <li>● Must demand high standards and set the bar through consistent and high quality personal approach.</li> <li>● Must be able to work at a detailed level.</li> <li>● Able to build rapport quickly through remote intervention.</li> </ul>

#### 4. ABOUT QA

About us	<p>We shape the next generation of technologists, leaders and innovators.</p> <p>By powering potential - the potential of over a quarter of a million learners a year. We empower them to push boundaries and thrive in the workplace.</p> <p><b>Why we do learning</b></p> <p>For over 30 years, we've worked in technology - where the impact of great learning is changing the world.</p> <p>A bold statement, but hear us out. We are right at the centre of a</p>
----------	--

	<p>technological revolution. Devices are not just connecting people, cities and countries - they are connecting to each other, collecting data and using it to learn and make themselves better. Soon we will have cars that can drive themselves, fridges that make sure we never run out of milk and computers that can learn from their own mistakes.</p> <p>Driving this revolution? People. And this is where we come in.</p> <p>People advancing their knowledge in technology - to enrich society - build a new culture - better how we live our lives, and how we work together.</p> <p>People are learning to use technology to drive phenomenal change. This is our passion - powering their potential.</p>
<p>We promise to be</p>	<p><b>Bold</b></p> <ul style="list-style-type: none"> <li>○ Ambition is great. We set ambitious targets - holding ourselves and others to ever-higher standards.</li> <li>○ We contribute (insightfully) to the debate inside and outside QA.</li> <li>○ We move. Quickly. We respond to your needs - fast.</li> </ul> <p><b>Collaborative</b></p> <ul style="list-style-type: none"> <li>○ We spend time getting to know you - our learners and our customers - to earn your trust.</li> <li>○ We connect a solution to your problem - we have tonnes of different services to help you.</li> <li>○ We're the positive person who actively gets stuck in to solving problems.</li> </ul> <p><b>Progressive</b></p> <ul style="list-style-type: none"> <li>○ We embrace change - and support it.</li> <li>○ We challenge ourselves to use the latest technologies and methods - no matter how out there.</li> <li>○ We're curious - about what you do, about what the person next to you does, about our customers and our learners.</li> </ul>

<p>What's on offer?</p>	<p>Learning is not just a service we provide, it's a way of life at QA, and we try to ensure that everyone has the opportunity to take advantage of our huge and varied range of learning and development options, so everyone is eligible for 3 <b>Training Days</b> every year, to focus on subjects they're interested in.</p> <p>We also know that many people like to "give back" and so we offer 2 paid <b>Charity Days</b> each year to support your chosen charity in whatever way you choose. And if you get involved in charity fundraising, QA will also double any sponsorship money raised, up to £250. This is over and above the charitable activities that we encourage through our annual QA fundraising drives - you can get involved with this as much or as little as you like. We see it as a great way to foster team building too.</p> <p>We all need to take time out to recharge our batteries from time to time and enjoy some down time, so we provide a fairly generous 25 days' holiday per annum (rising to 28 days after 5 years)- with the option to buy more if you wish.</p> <p>It's important, too, to plan for the future and ensure we are able to maintain the lifestyle we have worked so hard to achieve, once we retire from the hurly burly and slow down to enjoy our later years, so we offer a defined contribution pension plan and will match your contributions up to a maximum of 4% of your basic salary.</p> <p>Then there are two of our core benefit offerings, not the most exciting, but we consider it important to ensure everyone has the peace of mind provided by Life Assurance (4x your basic salary) and Permanent Health Insurance (after a qualifying period) in the event that ill health, or worse, disrupts our plans.</p> <p>And finally, a few fringe benefits to assist with travel and lifestyle choices:</p> <ul style="list-style-type: none"> <li>○ Season ticket loan</li> <li>○ Corporate gym membership</li> <li>○ Cycle to work scheme</li> </ul>
-------------------------	--