

JOB DESCRIPTION

JOB TITLE	e-Learning manager
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RESPONSIBLE TO	Director of Education
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BACKGROUND

The British Institute of Radiology (BIR) is a membership organisation, a multidisciplinary society and a registered charity (no: 215869). Its mission is to bring together all the professions in radiology, oncology and allied medical and scientific disciplines to share knowledge and educate the public, thereby improving the prevention and detection of disease and the management and treatment of patients.

The BIR has embarked on a new five-year strategy, which has established an education department aimed at delivering a programme designed to support training, education and CPD relevant to its membership community in flexible and interactive formats.

JOB SUMMARY

The post holder will work with faculty and BIR staff in the development and use of new learning technologies to support the educational mission of the BIR.

The post holder will manage the existing e-learning resources as well as develop new e-learning offering to our members and users. The poster holder will offer expert guidance, advice and direction on the design, development and implementation of e-learning materials and resources, and the use of interactive educational technologies to lead the e-learning development in BIR.

KEY RESULT AREAS

1. Manage the e-learning content

- Create new e-learning resources with subject specialists in medical imaging. This include new initiatives (video course) as well as online learning library content and other e-learning offering.
- Lead and oversee the instructional design for the video courses

- Manage and review the content on the online learning library, including post-event videos, webinar series and training videos etc. Ensure the content are relevant for all categories and promote to our community

2. Manage the e-learning projects and implementation of e-learning system

- Develop and implement plans and timelines in collaboration with faculty and BIR staff to enable the phased introduction of e-learning projects and systems.
- Lead the team and work across the department to design, develop and manage the online learning elements including layout, tools, templates, authoring and processes.
- Manage all BIR learning systems including live platforms, Learning Management System as well as CRM system for event registration, online learning library and eposters
- Develop and design technological solutions for problems specific to BIR educational activities.
- Maintain and review the systems for new updates to improve staff and user experiences
- Manage budget of the projects and ensure surplus of any e-learning development
- Cultivate and oversee essential relationships with external sister organizations to facilitate the successful execution of e-learning projects

3. Manage the digital team (video producer and digital event assistant)

- Oversee their workload and support them when needed
- Provide training or direct them for training opportunities outside the BIR

4. Support and promote the use of the educational technologies

- Develop guides and provide support for faculty & BIR staff in the use of the e-learning technologies, enabling the creation and management of learning materials.
- Advise faculty and BIR staff on the optimum technology and deployments to support the e-learning requirements and objectives.
Deliver training sessions to both BIR staff and users, instructing them on the effective utilization of BIR learning systems.

5. Lead the development of new e-learning initiatives

- Meet with and work alongside faculty and BIR staff to ensure the successful implementation of appropriate strategies and initiatives for e-learning.
- Encourage faculty to explore innovative approaches and tools in the delivery of educational activities in their field.
- Take the initiative to identify new development areas and present information to manager/team on how such developments could be resourced and managed.

6. Provide event management support

- As required be able to provide event management on the day support for webinars and other digitally delivered events

QUALITY MANAGEMENT

To revise process documentation as requested ensuring all staff are aware of any updates and work to them.

PROFESSIONAL DEVELOPMENT

S/he will ensure personal skills and knowledge is updated through attendance of appropriate internal and external training courses and seminars, ensuring their PDP is updated regularly.

HEALTH AND SAFETY AND PERSONNEL PRACTICES AND PROCEDURES

To comply with the Institute's health and safety policy and procedures and all statutory HSE regulations and health and safety laws. To attend the BIR's annual mandatory seminar(s) on health and safety.

To comply with the BIR's personnel practices and procedures.