



St George's School of Health and Medical Sciences

City St George's, University of London

Centre for Technology in Education

Digital Learning Content Producer

Ref: 527-25-R

JOB DESCRIPTION

Post Title	Digital Learning Content Producer
Grade	Grade 5
Contract type	Fixed term for 1 year
Responsible to	Digital Education Manager
Accountable to	Head of eLearning Unit
Responsible for	N/A
Liaises with	Colleagues in Learning Technology Services, Staff across the Centre for Technology in Education, Academic Staff and Administrators

Overall purpose of job

The successful candidate will join our E-Learning Unit which is dedicated to the delivery of high-quality technology-assisted services aimed at curriculum transformation, student experience and engagement, and online education. Reporting to the Digital Education Manager, this role will collaborate with course teams and other staff to create effective and engaging pedagogic learning content for learners. The role is key to the development, design, and support of digital learning to enhance learning and teaching across St George's.

You will be working with academics, learning technologists and other subject matter experts to support the design, development, and operation of courses for online and blended learning. You will be required to develop a range of educational resources including the creation of videos, animations and presentations, audio recordings, images, and the formatting of such resources, to support the learning journey of learners on modules. You will understand and



apply good practice in learning design and online pedagogy to support the design of engaging online courses and teaching resources.

1. Main Duties and Responsibilities

Digital learning content production

- *Support the implementation and embedding of the University's education principles by working with colleagues to create and develop learning content for use in teaching and learning, across various modes of learning, blended and online. This will include the following activities (not exhaustive):*
 - *Collecting digital resources and assets to create engaging learning material*
 - *Sourcing, creating, and editing images/content for video and interactive presentations*
 - *Ensuring that learning content adheres to appropriate digital accessibility best practice*
 - *Commissioning and editing audio content*
 - *Creating courses from existing templates, and creating learning objects*
 - *Assisting in the selection of third-party suppliers (where appropriate)*
 - *Quality assurance and management of amendments, ensuring high-quality materials*
 - *Ensuring assets are produced on time and to budget*
- *Ensure that learning content comply with relevant regulations and standards such as copyright and accessibility.*
- *Work collaboratively with colleagues across the centre to lead on and/or support priority projects.*

Learning design and learning technology support

- *Work with academic and administrative staff to ensure that online learning resources and activities are integrated into the curriculum and aligned with learning objectives.*
- *Support academic staff in designing course materials for student-centred learning by recommending and sourcing appropriate learning technology tools to support active learning.*

General

- *Where required, support learning design and technology user groups.*
- *Work collaboratively with other learning technologists across the centre to lead/support priority projects.*
- *Contribute to general planning.*
- *Undertake personal development activities appropriate to the post.*
- *Fulfil other duties appropriate to the role.*
- *Provide regular reports and updates as required.*

It is expected that staff working with St George's School of Health and Medical Sciences, will be involved in our mentoring and tutoring activities, as appropriate, as well as supporting admissions, student recruitment and access and widening participation activities (MMI interviews, Open Days, school visits, clearing etc) where applicable. All academic staff are expected to act as a personal tutor.

You are also expected to undertake other activities appropriate to your grade as directed by your manager. This job description reflects the present requirements of the post. As duties and responsibilities change, the job description will be reviewed and amended in consultation



with the post holder from time to time. City St George's, University of London aims to provide opportunities for all its employees to develop the skills required to be successful in their role and to further develop their careers.

St George's School of Health & Medical Sciences, University of London, is committed to the San Francisco Declaration on Research Assessment (DORA) principles.

2. Special Factors

The role holder may be required to travel to meetings and dissemination events/conferences in support of grant-funded projects and collaborations.



Person Specification

Criteria	Description	Essential/ Desirable	How it is to be tested
Qualifications	<i>An Honours degree or equivalent qualification in relevant subject</i>	D	SS1, AF, INT
	<i>Membership of relevant professional bodies e.g., CMALT or FHEA accreditation</i>	D	AF
Experience	<i>Experience with mobile, web and cross-platform learning technologies for teaching and learning e.g., Canvas VLE, lecture capture applications</i>	D	INT
	<i>Experience of producing audio and video content</i>	E	SS2, AF, INT
Knowledge/ Skills	<i>The design and production of digital content or artefacts using relevant tools</i>	E	SS3, AF, INT
	<i>Excellent project and task management skills with ability to work to tight deadlines on multiple projects</i>	E	SS4, INT
	<i>Knowledge of VLE/LMS and relevant web technologies (e.g., HTML, CSS, JavaScript) and technical standards (e.g. SCORM)</i>	D	AF, INT
	<i>Excellent communication skills including being able to communicate effectively with stakeholders on progress</i>	E	SS5, AF, INT
Personal Attributes	<i>Willingness to work flexibly</i>	E	INT
	<i>Ability to work to tight deadlines while maintaining quality standards through attention to detail</i>	E	SS6, INT
	<i>Enthusiastic and willingness to train and develop new skills where appropriate</i>	E	INT
	<i>Committed to embedding practices which embrace diversity and promote equality of opportunity</i>	E	INT



	Committed to Continuing Professional Development (CPD)	E	INT
--	--	---	-----

Key:

PQ=Prerequisite Qualification, AF=Application Form, CV=Curriculum Vitae, SS=Selection/Supporting Statements, ST=Selection Test/Presentation, INT=Interview

Note: Elements marked SS (Supporting Statements) in the Person Specification will be highlighted in Step 6 (Supporting Statements) on the online application form. Applicants' answers to Step 6 are an essential part of the selection process. Applicants should write individual supporting statements to demonstrate how their qualifications, experience, skills and training fit each of the elements highlighted in this section.

Applicants should address other elements of the Person Specification in Step 7 (Additional Information). Shortlisting will be based on applicants' responses to Step 6 and Step 7. Therefore applicants should complete both sections as fully as possible on the online application form.

Date: 04 February 2025



About City St George's, University of London

City St George's, University of London is the University of business, practice and the professions.

City St George's attracts around 27,000 students from more than 150 countries.

Our academic range is broadly-based with world-leading strengths in business; law; health and medical sciences; mathematics; computer science; engineering; social sciences; and the arts including journalism, dance and music.

In August 2024, City, University of London merged with St George's, University of London creating a powerful multi-faculty institution. The combined university is now one of the largest suppliers of the health workforce in the capital, as well as one of the largest higher education destinations for London students.

City St George's campuses are spread across London in Clerkenwell, Moorgate and Tooting, where we share a clinical environment with a major London teaching hospital.

Our students are at the heart of everything that we do, and we are committed to supporting them to go out and get good jobs.

Our research is impactful, engaged and at the frontier of practice. In the last [REF \(2021\)](#) 86 per cent of City research was rated as 'world-leading' 4* (40%) and 'internationally excellent' 3* (46%). St George's was ranked joint 8th in the country for research impact with 100% of impact cases judged as 'world-leading' or 'internationally excellent'. As City St George's we will seize the opportunity to carry out interdisciplinary research which will have positive impact on the world around us.

Over 175,000 former students in over 170 countries are members of the City St George's Alumni Network.

City St George's is led by Professor Sir Anthony Finkelstein.



St George's School of Health and Medical Sciences currently offers a range of employee benefits:

Salary: £33,882 pa, (pro-rated for part-time staff). The salary range for **Grade 5** is £33,882 – £41,421 and appointment is usually made at the minimum point.

Hours: 35 hours per week which can be done flexibly in various ways or part time/job share can also be considered. Staff are expected to work the hours necessary to meet the requirements of the role and this will be dependent on the service area.

Annual leave: 30 days per annum. Plus eight UK public holidays and four days when City St George's, University of London is closed (usually between Christmas and New Year). Part time staff receive a pro rata entitlement.

Pension: Membership of competitive pension schemes with generous employer contribution and a range of extra benefits.

[Superannuation Arrangements of the University of London \(SAUL\)](#)

[London Pension Fund Authority \(LPFA\)](#)

[Universities Superannuation Scheme \(USS\)](#)

[National Health Services Pension Scheme \(NHSPS\) \(existing members only\)](#)

Flexible working Flexible working, including part-time or reduced hours of work, opportunities to work from home for many posts, compressed hours and local flexibility in agreeing start and finish times of work.

Travel City St George's, University of London offers an interest free season ticket loan and participates in the [Cycle to Work Scheme](#).

Gift Aid If you would like to make a tax-free donation to a charity of your choice, this can be arranged through our Payroll.

Sports and Leisure Facilities Rob Lowe Sports Centre, situated on the St George's Healthcare NHS Trust site offers exercise facilities that can be utilised by City St George's, University of London staff.

Within walking distance from St George's is Tooting Leisure Centre. Facilities include a swimming pool, gym and various exercise classes. The Centre offers staff an all-inclusive corporate membership. For more information please contact [Tooting Leisure Centre](#).



Shops and facilities There are a number of shops and facilities situated on site including ATMs, student bar and shop, Pret a Manger, M&S Simply Food store, library and multi-faith room.

Informal enquiries

Informal enquiries may be made via email to: elu@sgul.ac.uk

Making an application

All applicants are encouraged to apply on line at <http://jobs.sgul.ac.uk> as our system is user friendly and the online application form is simple to complete. Please note that CVs only will not be accepted.

For any accessibility issues please contact hrhelp@sgul.ac.uk

Closing date: **Wednesday 5 March 2025**

Interview date will be on TBC. As shortlisted candidates will be notified by email, it is imperative that you provide an email address that is accessed frequently.

Please quote reference **527-25-R**

We are delighted that you are interested in working at St George's School of Health and Medical Sciences. You will be notified of the outcome of your application by email. We aim to respond to all candidates within 5 weeks of the closing date of the vacancy.

