

Role Title	Senior Lead Learning Designer
Reports to	Projects Director
No. of direct reports	1
Full / Part Time	Full Time
Grade	D1
Location	Brighton
Created/Updated by	N/A
Created/Updated on	November 21

*Everything we do contributes to achieving our purpose:
Helping people, organisations and economies develop their skills for growth. This purpose drives everything we do.*

Our values

Our values **Imagination**, **Integrity** and **Leadership** are core to everything we do. To be successful in your role here at the City & Guilds Group, it's important that your values align with ours.

Your mission

The role is in the Learning Content team, which specialises in elearning but also designs and delivers other types of learning as part of blended solutions. You will be responsible for identifying a client's needs and recommending a solution through the delivery of workshops and a design specification. You'll need to ensure quality is maintained throughout the project lifecycle and ensure that the final delivery matches client expectations.

What you'll be doing

You will:

- lead the learning design aspects of client projects, as well as writing and contributing to design solutions for bids as required
- share with other Senior Leads a watching brief within the POD across all ongoing projects and shares with them accountability for the quality and success of projects within the POD.
- act as a thought leader, fostering thought leadership in others and visibly contributing to initiatives around innovation and continuous improvement
- support the Projects Director and Project Managers in resourcing and managing strategic activities within the POD
- line manage other learning designers within the Pod, accountable for the quality of their work
- work on a range of project types as appropriate e.g. consultancy, training needs analysis, blends, video, resources etc

How success will be measured

- Great solutions
- Satisfied customers
- Working within budget and timeframes
- Clear partnership with all functional team members
- Harmonious working relationships

What we're looking for

We can't live without...

You will be a highly enthusiastic, flexible and dynamic individual comfortable working in a fast-paced growth company, on multiple projects with tight deadlines. You'll have proven instructional/learning design skills, ability to identify an engaging and effective design approach to achieve project and learning objectives. You'll be capable of taking initiative: making recommendations on best approach in terms of design, scoping and scripting and advising other designers in following this approach. Possessing excellent writing and editing skills, you'll have proven ability with writing a range of technical, instructional and/or educational materials in different contexts, in a range of tones and styles. With strong communication skills you'll be capable of explaining the rationale of decisions and building rapport and trust with clients.

We would love you to have...

Ideally, but not essentially, you'll have:

- Knowledge of user experience design
- Line management or coaching experience

The way we work here

Confident (Leadership)

- Motivated to get things done and make them better
- Pro-active in taking on what needs to be done and using their initiative
- Courage to act on self-belief
- Passionate in the way they appear to clients, suppliers and colleagues
- Confident in themselves and the organisation
- ... but not annoyingly pushy in how they work with colleagues

Curious (Imagination)

- A creative problem solver who brings new ideas and finds ways of overcoming obstacles
- An open mind that feeds their curiosity
- Keen to learn
- Sparks of innovation that challenge the status quo
- ... but not afraid to do it the same way as last time if that is what is needed

Collaborative (Integrity)

- A team player who enjoys being part of the team, supporting and leading as needed
- Shares knowledge and expertise
- A relationship builder who doesn't take all the credit for the team's success
- Acknowledges everyone's contribution
- ... but will get their head down on their own when they need to

Compassionate (Integrity)

- Thoughtful, compassionate and understanding in their dealings with people
- Self-aware and aware of their impact on others - emotional intelligence
- Enjoys a sense of humour and knows when to use it
- ... but not afraid to say “no” and explain why

Resilient (Leadership)

- Copes well with change and ambiguity
- Confident in the face of push back and challenge from others
- Doesn't lose sight of delivering to high standards even when under pressure
- ... but wants to know the organization is on their side

Trusted (Integrity)

- Goes the extra mile for internal colleagues and external customers
- Connects to our purpose
- Delivers great work
- Takes ownership and accountability
- Works in an ethical way
- Is authentic
- There's no “but”!

Your career with the City & Guilds Group

The Senior Lead Learning Designer might typically move into Learning Consultancy, or into a role in the Bid team. The Senior Lead's consultative approach with clients would match well to Kineo's Solutions Consultant role which requires an empathy and understanding of learning design and innovation to ensure clients get the best solutions that are also achievable by the Kineo's production teams. Other directions of travel might include moving into a project management role, or more general management role such as a Project Director heading up one of our production teams. Adopting more of a business focus, the Senior Lead Learning designer may feel closer to the more business and organisational focus of a Consultant. Another area to consider would be as a Solutions Architect in the Learning Platforms team.