

TCO : Learning content author – Grade 4

Department: Department of Information Studies
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Role Code:	Role Title: Learning content author
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Responsible to: Head of Department	Responsible for: Authoring learning content as directed by the Head of Department.
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Role purpose: To develop learning content on a specialist topic as directed by Head of Department and production managers.

Principal duties
1. Take part in appropriate training for the design and delivery of learning content for various learner markets
2. Liaise with the Department's relevant staff e.g. subject experts, production managers, editors, educational technology officer, and copyright officer.
3. Create, develop, and revise learning content, drawing on their professional expertise and current research, to meet the remit and schedule as directed by the Department.
4. Design activities, exercises, and feedback appropriate for learning objectives, knowledge content, and learner market.
5. Design course assessment appropriate for learning objectives, knowledge content, and learner market
6. Plan own work in order to meet the content remit and schedule deadline set by the Department.

Activities	Examples of role requirements
1 Communication	<p>Use instructional design principles to develop learning content to communicate professional concepts, debates, research, procedures and systems for a variety of learners.</p> <p>Communicate draft material for initial planning, and write to production remit and processes e.g. editing.</p> <p>Communicate complex information orally and textually for various modes of delivery including online learning.</p>
2 Teamwork and motivation	<p>Good working relationship with the Department's Open Learning team (e.g. managers, editors, educational technology officer, copyright officer)</p> <p>Attend and contribute to relevant meetings.</p> <p>Where relevant, participate as a member of the Department's teaching team.</p>

3 Liaison and networking	<p>Liaise with the Department's Open Learning Team and other relevant staff to ensure information is passed to the appropriate people in a timely manner.</p> <p>Use professional networks to ensure learning content is appropriate and relevant for students of professionally accredited programmes.</p>
4 Service delivery	<p>Develop learning content as directed by the Department and according to the prescribed house-style and format.</p> <p>Follow appropriate instructional design practice, as directed by the Department, to meet the needs of both the mode of delivery and learner market.</p> <p>Fulfil editing requirements as directed by production managers, in line production remit & schedule.</p>
5 Decision making Processes and Outcomes	<p>Plan own work in order to meet content remit and schedule deadlines as set by the Department.</p>
6 Planning and organising resources	<p>Plan own day-to-day activity within the framework of the agreed remit and schedule.</p> <p>Coordinate own work with that of others to avoid conflict or duplication of effort.</p>
7 Initiative and problem solving	<p>Deal with problems which may affect the delivery of own writing.</p>
8 Analysis and research	<p>Carry out literature and database searches to develop learning content and explore teaching techniques.</p>
9 Sensory and physical demands	<p>Sensory and physical demands may vary from relatively light to a high level depending on the discipline and the type of work carried out.</p>
10 Work environment	<p>Is required to be aware of the risks in the work environment.</p>
11 Pastoral care and welfare	<p>Show consideration to others.</p>
12 Team development	<p>Work as part of the Department's team, support colleagues and share knowledge within the Department's team.</p>
13 Teaching and learning support	<p>Design learning content within the Department's clear and established programme and framework, with assistance and support, to match the needs of service delivery and learner markets.</p> <p>Develop learning content, with assistance and support from the Department's Open Learning team e.g. production editors.</p> <p>Design activities, exercises, and feedback appropriate for learning objectives, knowledge content, and learner market.</p> <p>Sometimes design course assessment appropriate for learning objectives, knowledge content, and learner market.</p>
14 Knowledge and experience	<p>Reflect on practice and the development of own teaching and learning skills.</p> <p>Possess sufficient breadth or depth of specialist knowledge in the discipline and of teaching methods and techniques to work within own area.</p>

Any other significant activities not included above?

The Department designs and delivers a variety of courses and programmes accredited by external professional bodies and organisations. Within this context, learning content authors are expected:

- to be 'trail-blazers' within their specialist professional field
- to draw on their professional expertise and networking
- to share their knowledge and experience by authoring learning content, as directed by the Department, and the final product to be used and adapted by the Department as it sees appropriate for various modes of delivery and learner markets.