Job Description
Academy Content Developer

Job Details

Job title	Academy Content Developer
Job purpose	To develop under oversight of Senior Commercial Training Specialist the digital learning content across the Academy portfolio, with a strong emphasis on scalable digital learning.
Job location	Office Based (hybrid working option available)
Reports to	Senior Commercial Training Specialist

Dimensions

Line management	Yes ☐ No ☒	**Budget holder**	Yes ☐ No ☒

Job Purpose

Core responsibilities	+ Develop (in line with the agreed content roadmap and priorities set) a sustainable pipeline of predominantly digital learning, including awareness modules, microlearning, self-directed courses, blended pathways, webinars, virtual and face-to-face materials, toolkits and supporting resources. + Under direction of Senior Training Commercial Specialist translate Academy priorities, customer insight, standards developments and capability needs into clear learning outcomes. + Ensure appropriate technical review, accessibility, brand, copyright, evidence and version control requirements are met. + Collaborate and coordinate with subject-matter experts, learning designers, facilitators and external suppliers, with clear briefs, milestones and accountabilities as directed. + Develop structured, reusable learning content in accordance with the agreed Academy content architecture, enabling source material to be efficiently adapted across modules, pathways, webinars, facilitator resources, marketing assets and international audiences. + Work (under direction of Senior Commercial Training Specialist) with UKAS technical experts and governance routes to ensure content is authoritative, current and appropriately framed through an accreditation lens.

	+ Protect impartiality by ensuring learning develops capability without becoming customer-specific consultancy or prescribing how an organisation must achieve conformity. + Align with content governance to schedule reviews triggered by standards changes, regulatory developments, learner evidence, product performance and subject-matter updates. + Collaborate with the Digital Learning Coordinator to ensure content is designed for the platform, tested thoroughly and released.
Non-Core responsibilities	+ Contribute to Academy planning, risk management, continuous improvement and cross-functional projects. + Work within UKAS governance, impartiality, information security, data protection, accessibility, procurement and brand requirements. + Undertake ad hoc duties and tasks appropriate to the role, as required.

Signature of job holder:			
Name:		**Date:**	