

ROLE SPECIFICATION

Job Title: Technical Material Author
Reports To: Policy Operations Manager
Date: September 2019

The Role Outline

A rewarding role working for the industry's leading representative body supporting the professional development of CIPP members, students and tutors. The successful candidate will be responsible for reviewing and developing the CIPP's catalogue of materials ensuring consistency and high quality successful design to the educational material. This role supports the Policy team along with having input into the Education teams

Principal Accountabilities

This role will be the primary source for ensuring quality and consistency in the development of the CIPP's training materials to support both the membership and educational arms of the Chartered Institute.

The role requires the successful candidate to contribute to the design and assist with innovative learning solutions to meet the CIPP's requirements. The jobholder will work in the Materials Update team providing expertise in writing material and ensuring it is suitable for the CIPP's range of learners.

The jobholder will be required to offer support to the Policy and Research team along with the Advisory Service. It is also envisaged they will deliver trainer updates and webcasts and work closely with Digital Learning area from time to time.

Key Responsibilities:

- Working within the Materials Updates team and with other departments, participating in the creative design of learning and development deliverables, including content mapping and learning objectives.
- Developing and adapting course content based on market research, legislative changes, evaluation tools and subject matter expert feedback.
- Developing interactive exercises and tests working with the Digital Learning area, where appropriate.
- Partaking in regular discussions with the Education teams to ensure the updating is being carried out in order of priority.
- Maintaining courses by adding, deleting and changing content as appropriate to keep material up-to-date.

- Working with other departments to assist with learning needs assessments to identify skills/knowledge gaps. Making and implementing appropriate design recommendations.

Behavioural Competencies Required:

- Strong team player with excellent organisational, project and time management skills
- Strong analytical, communication and interpersonal skills
- Resourceful and dynamic; able to adapt to change and thrive in a demanding environment and with different technologies
- Meticulous attention to detail with excellent research and analytical skills
- Commitment towards continuous learning
- Ability to assess community, business and industry needs using market research, professional developers and other sources
- Problem-solving
- Pro-active and motivated
- Ability to work well on their own and within a team
- Diplomatic

Technical Competencies Required:

- Extensive payroll knowledge enabling the ability to monitor legislation for content changes to the payroll profession
- Confident delivering presentations to audiences
- Ability to write communication pieces on payroll related topics for various publications and periodicals
- Excellent computer skills, a knowledge of Microsoft Office and internet search tools along with the ability to learn new applications as required

Knowledge, Skills and Experience

- Recent and substantial payroll management delivery experience is essential; pensions experience would also be useful
- CIPP, or equivalent, qualified to foundation degree or level 5 Diploma
- Proven materials development and proof reading/editorial skills (articles, training courses, presentations)
- Customer service experience
- High quality oral and written communication skills
- An ability to liaise with key people, whether interested internal parties or external suppliers
- The ability to deal accurately with day-to-day important and often urgent details, while not losing sight of the overall job purpose
- Drive, determination and resilience
- Excellent levels of IT literacy
- Common sense and a good sense of humour

Other Activities

The jobholder may be required from time to time to undertake other duties to assist the CIPP with its strategic objectives. Whilst this role will report to the Policy Operations Manager, it will not be required to undertake duties pertaining to policy consultation forums nor have access to information not held in the public domain; this is to ensure there is no conflict of interest whereby information not yet public might be shared and therefore provide the CIPP with an unfair competitive commercial advantage.

Terms and Conditions:

Salary	TBC (depending on experience)
Working week	37 hour working week (full-time)
Annual leave	25 days annual leave per annum (plus bank holidays)
Pension:	Group Personal Pension Scheme available
Healthcare:	Health Care and Cashback Schemes available
Location:	Office-based, in Solihull, home working would be considered.

Recruitment Process:

Those who wish to be considered should submit a CV, along with a covering letter explaining why they are interested in the post and what they will bring to it and email to Jill.Smith@cipp.org.uk by no later than 23 July 2019.

The CIPP is an equal opportunity employer who seeks to recruit and appoint the best available person for a job regardless of marital / civil partnership status, sex (including pregnancy), age, religion, belief, race, nationality and ethnic or national origin, colour, sexual orientation or disability.