

ROYAL PHARMACEUTICAL SOCIETY

JOB DESCRIPTION

INSTRUCTIONAL DESIGNER

Location: London Office/Hybrid Working
Reports to: Associate Director of Education and Professional Development
Grade: 5

What we do

We support pharmacists in their education and development, promote pharmacy in the media and government, and lead the way in medicines information across Great Britain and around the world. Our mission is to put pharmacy at the forefront of healthcare. Our **vision** is to become the world leader in the safe and effective use of medicines.

Our values

At the core of our culture, our values, Focus, Agility, Quality, Collaboration and Respect describe the way we work to achieve our organisational goals. We believe people don't need to be fixed to their desk to achieve great things, so we offer flexibility to our people in how they do their work wherever possible, to bring out the best in everyone and provide an inclusive working environment.

Leadership in pharmacy

We define best practice for pharmacy professionals and help them achieve this through professional development, career support and training. We are here to support professionals with the challenges of pharmacy practice, and advocate for the role of pharmacy by setting professional and ethical standards, producing policy papers and responding to consultations with government and industry.

Publishing

We're the world leaders in evidence-based pharmaceutical publications and guidance. Pharmacists and other healthcare professionals trust us to provide expert analysis, educational support, webinars and news that informs, supports and enhances their practice. We independently source, evaluate, and communicate and make practical medicines knowledge accessible worldwide.

Central Services

We support the organisation to achieve its goals by providing people, technology, facilities, and financial services.

Our governance and leadership

Our Assembly provides overall governance and strategic direction for RPS. Our three National Pharmacy Boards provide advocacy, support and strategic leadership for pharmacy practice and developments within England, Scotland, and Wales. The Pharmaceutical Press (PhP) Board advises the Assembly on the direction and approach of Publishing, while our Executive Team look after every aspect of our operations.

JOB PURPOSE

As a key member of the Education and Professional Development team, you will be responsible for developing engaging and effective educational experiences to enhance learning outcomes, including eLearning, training and development programmes, webinars, events (in-person and virtual), and formative assessments.

You will collaborate with subject matter experts and key stakeholders to ensure that educational content meets the learning objectives and development needs of pharmacy professionals.

You will also work with product managers, and learning and development programme leads, to manage educational content across RPS learning platforms to create seamless learning journeys.

MAIN ACCOUNTABILITIES

1. Design, develop and curate engaging educational content and captivating learning activities in accordance with RPS education and professional business plans.
2. Advise, assist, and train team members and external educators in the development of educational content including eLearning, training programmes, webinars, events (in-person and virtual), and assessments.
3. Quality assure educational content, ensuring that it is accurate, accessible, effective, and provides a high-quality learning experience, in line with RPS educational and learning standards.
4. Manage the maintenance and improvement of existing educational content ensuring that it remains relevant and reflects current practice.
5. Organise and manage educational content across RPS learning platforms to provide an intuitive and seamless learning experience.
6. Work collaboratively with subject matter experts and key stakeholders to develop course content and identify and gather learning and development needs of pharmacy professionals. Analyse learning gaps and undertake audience analysis to better understand desired educational experiences.

7. Develop processes, templates, and guidance to support team members and external educators with the development of effective and relevant educational content.
8. Evaluate the effectiveness of educational content using industry standard evaluation tools, and formative and summative assessments. Make recommendations and implement improvements based on learner insights and feedback.
9. Produce timely and relevant business reports and project summaries for RPS Boards, Assembly and Executive team.

Undertake any other appropriate activities that ensure effective service delivery and contribute to the business plan that may be required as per demands of the team, as directed by your line manager.

This list is a summary of the main accountabilities of this role and is not exhaustive. The role holder may be required to undertake other reasonable duties from time to time.

SUCCESS MEASURES

- High-quality educational content and learning activities that are valued by pharmacist professionals
- Structured models and plans for the maintenance and improvement of existing educational content
- Standardised processes, templates, and guidance to support the development of effective and relevant educational content
- Evidence of effective teamwork within the Education and Professional Development team, and across directorates including Events, Professional Standards, Membership and Communications teams.

KNOWLEDGE & SKILLS FOR THIS JOB

Essential

- Demonstrable experience of instructional design and eLearning development.
- Demonstrable experience of implementing and creating educational content within learning management systems, and assessment platforms, such as Brightspace, Moodle, TestReach, or similar technologies.
- Proficiency with instructional design tools and software, such as Articulate tools, Adobe Captivate, Camtasia, or similar programs.
- Strong understanding of instructional design principles, adult learning theory, and learning assessment methods.
- Knowledge of accessibility standards and guidelines for digital learning materials.
- Demonstrable experience of evaluating educational resources, programmes, and/or services.

- Experience of developing and maintaining positive and productive working relationships with a wide range of learners and stakeholders.
- Creative problem-solving skills and ability to think innovatively to design engaging learning experiences.
- Excellent written and verbal communication skills, with the ability to explain complex concepts in a clear and concise manner.
- Experience working in collaborative team environments and managing multiple projects simultaneously.
- Detailed orientated with strong project management skills, and the ability to work flexibly, prioritise tasks and meet deadlines in a fast-paced environment.

Desirable

- Qualifications in Instructional Design or related field
- Experience with gamification, simulations, or virtual reality in instructional design.
- Familiarity with agile development methodologies and rapid prototyping techniques.
- Experience working in a professional development setting, membership organization, or similar environment
- Understanding of the learning needs of pharmacy and/or healthcare professionals
- Knowledge of industry-specific regulations and compliance requirements for training programs (e.g., healthcare)
- Commercial acumen with experience of working in a B2B environment
- Understanding of programming code applicable to instructional design, e.g. HTML, CSS, JavaScript.

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