



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Content Developer and Learning Designer for Online CPD, School of Design, Faculty of Arts, Humanities and Cultures



Salary: Grade 7 (£40,497- £48,149 p.a. depending on experience)

Reference: AHCDE1309

Location: University Main Campus. We are open to discussing flexible working arrangements

Full time (1.0FTE), Fixed Term for 12 months to complete a specific task or time limited work

Available from: 1 October 2025

Content Developer & Learning Designer for Online CPD

School of Design

Faculty of Arts, Humanities and Cultures

Are you a highly motivated and experienced content and learning specialist? Can you work with subject matter experts to design innovative learning opportunities for online CPD training? Do you want to work in a fast-paced team which is constantly learning and growing?

You will work with the School of Design, subject matter experts and external stakeholders to design and produce high quality, professional and innovative learning for online CPD courses.

You will have excellent communication and organisational skills and experience of the professional and timely delivery of multiple, concurrent production modules and courses, preferably within an online learning environment. You will also have effective facilitation and interpersonal skills, with relevant experience and knowledge to enable to provide high level support to academic leaders and researchers.

What does the role entail?

As a Content Developer & Learning Designer for Online CPD, your main duties will include:

- Working with CPD team, subject matter experts and other stakeholders to design and develop pedagogically robust, quality-assured online and blended learning journeys, e-learning activities, assessment models, interactive learning experiences, and collaborative learning opportunities;
- Develop innovative online learning resources using a range of authoring tools, e-learning and multimedia technologies;
- Supporting the CPD Project Manager and Lead Content developer in the execution of development plans, ensuring that key project milestones are met and identifying, resolving or escalating issues as appropriate;
- Managing content production of modules in liaison with team members, external production companies and other stakeholders, in line with defined processes;



- Collaborate with the School of Design CPD production team in the creation of audio-visual materials and interactive learning objects by developing production briefs for video and digital assets, preparing content for handover to production, and reviewing and providing feedback on production outputs;
- Ensuring the quality assurance of online CPD courses by undertaking the editorial and technical review and testing of courses prior to sign-off and delivery;
- Working with external and internal learning platforms, including day-to-day liaison with platform representatives.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As a Content Developer & Learning Designer for Online CPD, you will have:

- Proven industry experience of working as part of an industry team, specialising in education and training, to perform and deliver to a consistently high standard;
- Proven experience of instructional design with a good understanding of pedagogy and instructional design principles, as well as a clear understanding and awareness of accessibility and copyright issues;
- Proven content and editorial skills, with a strong command of the English language, ideally in the development of online educational materials, online assessment and webinars;
- Proven ability to maintain and develop effective working relationships with subject matter experts, external industry partners and other stakeholders;
- Experience of using Virtual Learning Environments or equivalent learning / content management systems;
- The ability to think creatively and work effectively with learning technologists, video producers and other digital production staff to develop engaging educational and training online materials;
- Proven experience of managing a number of projects concurrently to strict time scales and defined budgets, with the ability to make decisions about priorities, and meet deadlines without compromising quality in a challenging and fast moving environment.



How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised [closing date](#).

Contact information

To explore the post further or for any queries you may have, please contact:

Professor Maria Lonsdale, Head of School

Email: m.lonsdale@leeds.ac.uk

Additional information

The School has established a broad portfolio of Design-focused programmes at Undergraduate and Masters level.

The [School of Design](#) at the University of Leeds is a vibrant and highly ranked department with a commitment to excellence in both research and teaching. We are ranked in the top 10 in the UK for Art and Design (Complete University Guide 2022) and in the top 100 in the world (QS World Rankings 2022). In the 2021 REF exercise we received 90% for impact and 100% for our research environment.

Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

Commitment to inclusion

As an international research-intensive university with a strong commitment to student education, we aim to create an inclusive environment that attracts, supports and retains the best students and staff from all backgrounds and from across the world.

In line with this vision, the Faculty of Arts, Humanities and Cultures is committed to fostering a culture of inclusion, respect and equality of opportunity. We select



candidates on the basis of merit and ability, and aspire to further diversify our Faculty community.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending. Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

