

## ROLE PROFILE

<b>Job Title</b>	<b>Learning Management System Administrator</b>
<b>Business Unit / Group Function</b>	Central Services
<b>BU Team / Sub-Function</b>	HR
<b>Location</b>	Cumbernauld
<b>Leader</b>	TBC
<b>People Leadership</b>	No
<b>Job Level</b>	5
<b>Role Purpose</b> To support the administration of the new global Learning Management System (LMS). Identifying opportunities for continuous improvement using robust administration processes, support on keeping the system up to date and providing accurate reports in a fast-paced environment.	
<b>Accountabilities</b> <ul style="list-style-type: none"> <li>• Add new courses, lessons and amend where required for the curriculum / central L&amp;D</li> <li>• Schedule events for L&amp;D curriculum / central L&amp;D</li> <li>• Track and capture attendance of events for L&amp;D curriculum / central L&amp;D</li> <li>• Schedule events for Learning Hub initiatives (briefings, demos, learning week)</li> <li>• Run reports and share with LMS specialist and leaders</li> <li>• Respond to queries from SME's and HR on general admin of the Learning Hub</li> <li>• Support on queries Learning Hub Admin and mailbox</li> <li>• Support and engage with administrators of the Learning Hub</li> <li>• Support review of content - owners, review dates and quality checks</li> <li>• Escalate requests/queries to LMS specialist for prioritising</li> <li>• Support with testing of new features, raising system tickets where required</li> <li>• Support with ad hoc requests for mass content upload and translations</li> <li>• Support on communication plan admin as required</li> <li>• Uploading new course imagery, adding translation descriptions and titles to existing content</li> <li>• Support and advocate the Learning Hub and learning culture</li> <li>• Follow LMS processes and procedures</li> </ul>	
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