



Role profile

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| Job title | Learning Content Executive |
| Reporting to | Learning Content Manager |

| Role family | Management responsibility: | |
|--------------------|---|------------------|
| LPD Qualifications | Does this role have management responsibility for others? No | Team contributor |

Overall purpose of role

The role supports the Learning Team in providing learning resources to tuition providers, universities and students to guide their understanding of the ACA. Administrative support across the development of learning materials and the partner in learning scheme.

Main responsibilities of role

Work with the Learning Content Manager to ensure that all ICAEW qualifications are supported by appropriate learning materials with supplementary learning resources:

- To provide administrative support in the development of ACA learning materials, including dealing with errata, student/tutor queries and stakeholder requests.
- To work with the Learning Content Manager in the maintenance of the practice platform for students, creating exams in this environment and the timely release of mock exams.
- To work with the ACA Marketing Team to ensure learning material communications are relevant and accurate.
- To work with the Education Managers on the administration of the partner in learning scheme, including providing logins, creating tutor alerts and looking after the annual declaration process.
- To support the Learning Content Manger in her role as required

Specific duties will vary from time to time in line with the business needs

ICAEW values – all staff are expected to work to these values

The 3 i's – Initiative Insight and Integrity

The 3 i's are the values that drive our attitude and approach to working at ICAEW, along with our ways of working being agile, collaborative and innovative.

Initiative

- Actively collaborating to identify needs and look for innovative solutions.
- Bring together different groups and communities to work together.

- Empowering people to be agile, so they can take ownership and harness the collective efforts of ICAEW in a flexible and responsive way.

Insight

- Actively gathering insights to develop innovative and considered thought.
- Collaborating with our networks to voice different perspectives and insights internally and externally to stimulate discussion and debate.
- Being agile in finding new and timely ways to provide understanding and insight to our members, organisations and government

Integrity

- Acting with transparency, consistency and openness as Integrity underpins all activity we undertake.
- Standing by your principles to adhere to the highest professional standards even when facing adversity.
- Doing the right thing, even when no one is looking.

Candidate profile

Essential

- Excellent organisational skills, including demonstrable experience managing projects
- Experience of working for a professional body or within a professional or academic education environment
- Experience of building and managing relationships with third party suppliers or contractors, including internationally
- Experience of organising and running events
- Excellent organisational skills
- Good communications skills
- Strong interpersonal skills
- Knowledge of MS Office, particularly Word and Excel

Desirable

- Knowledge of the ACA qualification, or other professional Accountancy qualifications