

Job Title: Digital Services Consultant

Location: Cegos Asia Pacific

Job Description:

The **Digital Services Consultant (DSC)** is responsible for:

- The design, development and production of online assets for our clients, including assistance and support for major digital project pitches and roll outs
- The ownership of the Cegos Discovery diagnostics portal. The DSC should be able to fully support our 180/360 Cegos Insight diagnostic platform as APAC Administrator, platform owner and client interface behind projects we roll out.
- Project management of our core digital projects including client stakeholder management
- Client and team support where digital expertise is required.
- The role further includes the development of ‘simple’ eLearning modules for clients locally, to avoid cost of using Cegos Portugal where appropriate. This development capability can be applied to creating mock ups in advance of client pitches, the development of online animated explainers / micro learning modules for Cegos APAC products, services and events and more.
- Management of Learning Hub (Cegos own LMS) and LMS services and demos for clients – so technical knowledge, awareness of these type of systems is preferred

Key Contribution Areas:

- Online learning pre-project consulting support to include needs analysis, demonstrations and reporting capability explanation where required
- Online learning solutions and services consulting as part of the Cegos client team
- eLearning design and development process (ID0-2) for customer-based projects re: Bespoke online learning
- Mobile learning applications: have knowledge of mobile learning application, able to design bespoke micro learning content and mobile app features
- Within the ID process, have clear planning for the content structure flow, storyboarding and supporting components such as assessment, gamification elements, interactive quizzes, audio / video etc.
- Project management with clients and suppliers - clear project structure and tracking through SmartSheets (or similar) to be sharable with the client and managed in real time for all projects
- Producing content – with illustrations and animations – at the “simple” level using Articulate Storyline 360



- Ownership of the Cegos Discovery Diagnostics suite locally, with capability to demo, explain, action a project and manage to conclusion
- Able to modify / customise / tailor to client specifications either as administrator or together with team in UK
- Provide general guidance/ mentoring for the Cegos APAC involved in the sales and ongoing project management of digital projects and tools / solutions
- Have knowledge of the current digital learning trends in the market

Desired Skills and Experience:

- Substantial experience in eLearning design and development
- Strong organizational skills with the ability to manage expectations and customer demands.
- Project management capabilities with the ability to multi-task and attention to details
- Strong communication skills
- Able to use eLearning Authoring tools such as Articulate Storyline 360
- Familiar with the Learning Management Systems
- A true team player, able to adapt to the fast-pace environment in Cegos