

# Position Description



Position Title	<b>Principal Instructional Design Adviser</b>
Position No	00076350
Delegation Level	005
Job Designation	Team Leader
Organisational Unit	Design & Development Training and Development
Work Centre	Brisbane
Position Type	Permanent
Rail Safety Worker	No
Medical Fitness Standard	Refer to relevant business instructions.
Performance Plan Type	Lead Others
Shiftworker	No
Classification (Range)	AS7 .1 - AS7 .4
Pay Scale Type	ASPT
Reports to Position	Manager Training Design and Development

## **QUEENSLAND RAIL VALUES:**

- 1 Queensland Rail - We do better together
- Treat others with respect - We appreciate everyone's contributions and differences
- Empower our people - We have confidence in our people
- Act Safely - We work safe, to go home safe
- Make a positive difference - We learn from today, to improve tomorrow

## **Position Purpose**

Lead a team of Instructional Designers in the design and development of innovative, flexible and effective learning and development solutions that align with business objectives, strategies and relevant VET learning pathways. This role will ensure that all programs developed will meet legislative, regulatory, and enterprise obligations.

## **Position Responsibilities**

1. Effectively lead a team and actively participate in the development and review of learning solutions, designed to improve the quality, consistency and compliance of learning products created for the business.
2. Review and analyse instructional design learning concept briefs and support the Manager Training Frameworks & Governance to develop a detailed schedule of work.
3. In consultation with subject matter experts and stakeholders, plan the review and evaluation of established learning solutions to ensure they still meet business and legislative requirements and support the transference of learning to the workforce.
4. Drive efficiency and effectiveness in learning practices by influencing the adoption of the 70:20:10 learning model and delivering alternative learning solution design options, e.g.eLearning, blended learning, multimedia, etc.
5. Through effective stakeholder engagement, provide expert advice and input to influence the development of high quality learning programs and drive the adoption of flexible and efficient learning delivery practices that supports Queensland Rail's role in delivering a safe, reliable rail network that meets stakeholder expectations.
6. Coordinate multiple projects, and design and develop services and

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solutions to ensure quality outputs are delivered within agreed timeframes and approved scope.

7. Actively participate in specialist People, Safety and Sustainability and Training and Development tasks/projects as required.

## **Additional Factors**

The appointee will be required to :-

- Comply with Queensland Rail's Code of Conduct;
- Observe all legal and safety obligations of the organisation;
- Travel intrastate, interstate or overseas as required;
- Operate in an autonomous manner within policy guidelines by exercising initiative and independent judgement;
- Be available for work outside of normal hours;
- Attend further training as necessary.

## **What is the key selection criteria**

1. High level of skill in designing, developing and implementing a wide range of learning solutions to meet business objectives, client needs and expectations.
2. High level of planning and organisational skills ensuring alignment to technical, corporate, business and governance frameworks.
3. High level of skill in decision-making and problem solving with the ability to influence and identify improvement opportunities to achieve positive outcomes.
4. High level skills in team leadership and management, and the ability to build high performing teams.
5. Substantial level of knowledge of best practice adult and vocational learning principles practices and processes.
6. Substantial knowledge of competency-based training frameworks, corporate training requirements, Governance Management Framework and VET Quality Framework (AQF) and their impact on the provision of training scenarios.
7. Knowledge of and willingness to commit to and work within Queensland Rail's Values and Behaviours.

## **Pre-employment Checks:**

Not Applicable

## **Mandatory Qualifications (If not already held, I will gain these when in position)**

- 40007588 Wunya Induction
- 40001627 Building Emergency Procedures

## **Enterprise Qualifications (If not already held, I will gain these when in position)**

- 40009601 Code of Conduct Refresher
- 40013480 Fraud Awareness Induction
- 40006537 Rail Safety Awareness

## **Health, Safety and Environment Responsibilities**

Comply with the overarching document called Health, Safety and Environment Responsibilities MD-11-6843 located in the Safety and Environment Management System.

## **Personal Protective Equipment needs:**

Refer to relevant business instructions.

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## **Safety Publications**

Refer to relevant business instructions.

### **Please Note:**

Queensland Rail has a random alcohol and other drug testing program.  
Testing can occur anywhere, at any time, on any day.