

Position Description



Position Title	Instructional Designer
Position No	00071490
Delegation Level	006
Job Designation	RMC&O Learning Designer
Organisational Unit	Design & Development Training and Development
Work Centre	Mayne
Position Type	Permanent
Rail Safety Worker	No
Medical Fitness Standard	Refer to relevant business instructions.
Performance Plan Type	Team Member - PPR
Shiftworker	No
Classification (Range)	AS6 .1 - AS6 .4
Pay Scale Type	ASPT
Reports to Position	Principal Instructional Design Adviser

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

Design and develop innovative learning solutions and products underpinned by adult learning principles that align with organisational capability requirements, quality frameworks and Queensland Rail policies and procedures.

Position Responsibilities

1. Provide instructional design expertise, including digital learning products, to learning approaches appropriate in an operational environment.
2. Utilise innovative approaches to maximise the use of current and future technologies in learning products, relevant to the RMC&O function, to maximise learning and assessment outcomes.
3. Actively contribute to the training team by providing coaching and instruction to RMC&O Trainers to ensure all learning design work adheres to adult learning principles and satisfies accreditation and re-accreditation requirements to achieve optimal learning outcomes.
4. Ensure continuous improvement and apply quality management principles and processes to learning solutions, products and delivery.
5. Contribute to the maintenance and development of critical learning and assessment products including Rail Safety related document suites.
6. Work within the training team and the broader RMC&O function to deliver effective learning solutions and RTO advice through the design and development process that includes learning needs analysis, product design, development, implementation and evaluation.
7. Use Queensland Rail's systems and processes to maintain accurate records and monitor continuous improvement processes, actions and outcomes as evidence for internal and external auditing.

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8. Ensure that all activity is aligned to the Enterprise Learning Strategy, RTO Governance, Processes and Curriculum.

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;
- Undertake further training and development;
- Operate in an autonomous manner within broad guidelines;
- Maintain professional skills relevant to the position.

What is the key selection criteria

1. Extensive level of knowledge and skill in the discipline of learning and development.
2. Extensive level of knowledge of the Australian Quality Training Framework, National Training Packages and training legislation within an enterprise RTO context.
3. High level of skill in the application of instructional design methodologies in the design and development of digital learning products and solutions within an industry recognised development platform.
4. High level of organisation, project and time management skills, including dealing with conflicting priorities, maintaining workflows to deliver and achieve outcomes, meeting deadlines, exercising professional judgement in a constructive manner and the ability to contribute effectively both individually and as a member of a team.
5. High level of interpersonal and written communication skills including consultation, influencing, facilitation and negotiation in order to establish and maintain effective and positive relationships with internal and external stakeholders.
6. Substantial level of skill in working autonomously within a team environment and pro-actively contributing to a high performing team.
7. Knowledge of and willingness to commit to 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
- 40006032 TAE40110 Cert IV Training & Assessment
- 40011268 G_TAE Cert IV Training & Assessment

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.

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Personal Protective Equipment needs:

Refer to relevant business instructions.

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.