Position Description

Position Title	**Instructional Developer**
Position No	00072910
Delegation Level	006
Job Designation	Learning Design Adviser
Organisational Unit	Design & Development Culture and Performance
Work Centre	Brisbane
Position Type	Permanent
Rail Safety Worker	No
Medical Fitness Standard	Refer to relevant business instructions.
Performance Plan Type	Tech Professional Expert
Shiftworker	No
Classification (Range)	AS5 .1 - AS5 .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

Support the design, development, delivery and assurance of training and development products that align with organisational capability and competence requirements, instructional design and quality frameworks, and Queensland Rail policies and procedures.

Position Responsibilities

1. Provide advice and support on the development of a range of instructor led, digital and blended learning solutions, which align to the current and future needs of the organisation.
2. Support the Training Design and Development team through the development of training and assessment products and programs meet defined Queensland Rail quality standards and achieves expected learning outcomes in meeting enterprise, RTO, legislative and regulatory requirements.
3. Monitor and analyse learning and assessment processes for continuous improvement opportunities.
4. Support the quality processes associated with learning content management and approval.
5. Assist in the delivery of SME workshops and training as required for the successful implementation of learning programs.
6. Ensure learning content and assessment meet the agreed development timelines by maintaining scope and management of documentation to be tracked via the QR enterprise design and development plan.
7. Participate in cross-functional teams, which include the wider learning community, to contribute towards the development, maintenance and evaluation of effective learning solutions and reviews.
8. 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;
- Attend further training as directed;
- Work without close supervision and as part of a team;
- Work outside normal working hours.

What is the key selection criteria

1. Extensive knowledge and skill in the discipline of instructional development and adult learning principles.
2. High level of skill in the development and delivery of both instructor led and digital learning solutions aligned to operational needs.
3. High level of skill in assessing and evaluating competency based operational training modules in accordance with recognised processes.
4. High level of organisational 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; and preparation of high quality documentation and presentations based on research and analysis.
6. Substantial level of research, analytical and conceptual skills to evaluate a variety of learning activities to develop and implement evidence based solutions and strategies that lead to improved learning outcomes and measurable business impact.
7. Knowledge of and willingness to commit to and work within Queensland Rail's Values and Behaviours.

Pre-employment Checks:

Not Applicable

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.

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.