Position Description



Position Title	**Instructional Designer**
Position No	00067678
Delegation Level	006
Job Designation	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)	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, and flexible, learning and development programs and products that align with business objectives, strategies and where relevant, AQF learning pathways ensuring all materials are developed to meet legislative, regulatory, and enterprise obligations.

Position Responsibilities

1. Design, develop and review flexible, effective and efficient new learning programs and products for instructor led, digital and blended products including the design review of existing learning programs and products, ensuring the needs of the business are achieved whilst meeting design and development quality standards, enterprise, legislative and regulatory requirements.
2. Utilise innovative instructional design approaches to maximise the use of current and future technologies in learning programs and products to maximise learning and assessment outcomes.
3. Provide coaching and instruction to trainers and assessors 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 to the design and development of learning solutions, products and program delivery and assessment.
5. Contribute to and maintain the QR enterprise design and development plan ensuring all new and review of learning and assessment products are tracked through the training and assessment products and programs lifecycle.
6. Work within the Training and Development function to deliver effective learning solutions and RTO advice through the design and development process that includes 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.
8. Develop and maintain effective working relationships with subject matter experts and stakeholders to provide a high level of service and ensure program development meets the technical and operational requirements of the business and the needs of the learners.
9. Ensure that all activity is aligned to the Training and Development strategy, RTO governance, processes and curriculum standards.
10. Actively participate in specialist People, Wellbeing 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;
- Undertake further training and development;
- Operate in an autonomous manner within broad guidelines;
- Maintain professional skills relevant to the position;
- Travel intrastate or interstate as required.

What is the key selection criteria

1. High level of skill in designing, developing and implementing a wide range of training and development programs and products to meet customer and business requirements and expectations.
2. High level of skill in the interpretation and application of the Australian Quality Framework (AQF) standards, training legislation and national training packages within an enterprise RTO context, particularly in relation to mapping of resources.
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. 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.