

	Job Description	AA PC PRO 05a
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Job Title: Instructional Online Designer

Job No: AA112

Department/Business Unit: Curriculum Design & Development/Online Design & Development

Accountable to: Manager – Curriculum Design & Development

Reporting to: Online Design & Development Manager

Our Vision: The aviation and aerospace Centre of Excellence for learning and development.

Our Values: Work Together, Be Accountable, Safety at the Heart, Act Innovatively, Deliver on Customer Needs.

PURPOSE

The Instructional Online Designer is responsible for project managing the planning, analysis, design, development and evaluation of training and assessment materials associated with training programs offered by Aviation Australia.

DUTIES

- Project Management (PM) of the training development process.
- Apply instructional design principles and educational practices to design and develop high quality, leading edge learning design solutions that meet client specifications.
- Actively participate in a multi-disciplinary team-based environment, working collaboratively with a broad range of internal and external stakeholders and participate in forums, team activities and relevant working groups to achieve successful outcomes.
- Analyse and follow project design briefs, specifications and development plans to ensure a high level of client satisfaction.
- Design and Develop storyboards and online course content through the application of creative, innovative and contemporary design methodology and practices, and emergent technology.
- Undertake quality and compliance checks in line with procedures and design specifications to ensure products created are compliant with relevant legislation, regulation and standards.
- Maintain contemporary knowledge of emerging technology and design principles as a basis for the design and development of learning resources.
- Maintain an understanding of the commercial aspects of Aviation Australia including financial and business performance and any impact from external factors.
- Actively engage with stakeholders such as industry, business and the community.

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- Participate in evaluation, quality assurance and continuous improvement processes.
- Undertake other duties as required by the accountable / reporting manager and senior management.
- Comply with the requirements of Aviation Australia's:
 - Code of Conduct
 - Work Health and Safety legislation
 - Policies and procedures

AUTHORITIES

The Instructional Online Designer has the authority to:

- Access systems and resources relevant to the project management of instructional design under authorisation of the accountable / reporting manager.
- Educate, counsel and/or discipline students in compliance with the organisation's policies and procedures.

SELECTION CRITERIA

Qualifications

Essential

- Minimum a certificate III qualification in a relevant discipline, preferably with a focus on courseware/content development.

Desirable

- Certificate IV Training and Assessment TAE40110, TAE40116 or TAE40122
- Diploma in Instructional Design or similar; or equivalent relevant industry experience would be highly regarded.
- Knowledge of Learning Management Systems (LMS), Learning Content Management Systems, project management and current web development applications and technology including HTML.
- Project Management (PM) qualification.

Experience

Essential

- Demonstrated experience managing a project from end-to-end utilising project management methodologies.
- Proven experience in working to design briefs and specifications, applying contemporary instructional design principles and practices and developing innovative design solutions.

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- Demonstrated ability to work to tight deadlines across multiple concurrent projects with high level planning, analysis and problem solving skills.

Desirable

- Proven experience in working collaboratively and productively with a broad range of stakeholders, interconnecting with relevant business groups and working as part of a multidisciplinary team.
- Graphics editing.

Knowledge and Skills

Essential

- Ability to interpret and apply legislation, regulations, policies and procedures, applicable preferably to a medium to large organisation.
- Demonstrated experience and/or knowledge of how to effectively work with a diverse workforce, to ensure the workplace is safe from discrimination, bullying, harassment or sexual harassment.
- Superior interpersonal and customer service skills with the ability to display a courteous and professional manner at all times.
- Excellent written and oral communication skills with high level attention to detail and accuracy.
- Demonstrated ability to resolve issues through negotiation and consultation with other team members.
- Well-developed problem-solving skills.
- Demonstrated ability to deal with sensitive issues and maintain confidentiality.
- Strong organisational skills with the capacity to prioritise work, deal with competing demands, manage time effectively and ensure completion of tasks within deadlines.
- Strong computer literacy skills with proficiency in Microsoft Office suite of applications and the ability to become an effective user of new computer systems.
- Preparedness to undertake training as required.

Personal Qualities

Essential

- Enthusiastic, energetic and motivated approach to work.
- Strong critical, creative and innovative thinking with proven analysis and design skills.
- Actively contribute to ensuring the workplace is a safe environment for everyone by challenging actions or behaviours that could be improved upon or that are inappropriate.

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- Ability to build rapport and credibility with stakeholders and develop strong working relationships.
- Ability to work both independently and within a flexible team environment.
- Ability to foster a customer focused working environment and build and maintain rapport with staff and students.
- Ability to interact with internal and external customers from diverse cultural backgrounds, displaying awareness of cross-cultural communication issues.
- Willingness and ability to demonstrate initiative and accept responsibility.