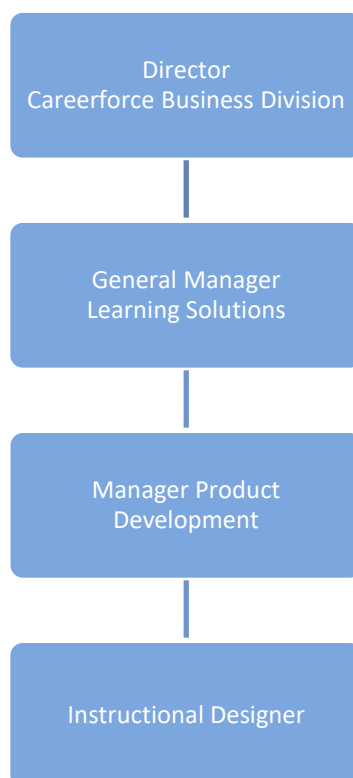


Role: *Instructional Designer*

Team:	Product Development
Reports to:	Manager Product Development
Reports:	Nil
Location:	Flexible
Grade:	G15
Financial Delegation:	Nil
Date:	01 September 2022



## About Careerforce

Careerforce is a business division of Te Pūkenga Work Based Learning Limited, a subsidiary of Te Pūkenga. We support employers across New Zealand to run workplace training programmes for the health, mental health, aged care, disability, social services, youth work, cleaning and pest management sectors. We provide quality accessible and flexible programmes that allow staff to achieve nationally recognised qualifications on the job.

## What you'll do

The Instructional Designer is part of the Product Development team, responsible for instructional design and increasing the capability of the team to provide learning resources of the highest possible quality. The Instructional Designer will contribute to the development of high-quality learning materials in support of Careerforce's training programmes. Careerforce learning resources consist of a mix of paper-based and online material.

The Instructional Designer will work with external and internal stakeholders to ensure that learning resources are fit for purpose and meet the requirements of the sectors that Careerforce supports, while delivering its vision in a manner consistent with Careerforce's values.

### Activity: Product Scoping / Planning

Work as part of a team to scope and plan the development of learning products with internal and external stakeholders.

### Performance Measures:

- Internal and external stakeholders review and support planning documentation that involves aspects of instructional design.

### Activity: Instructional Design

Work as an actively engaged member of the Product Development team.

Apply good practice standards and sound instructional design that incorporates the enhancement of literacy and numeracy and kaupapa Māori, and innovative approaches to learning.

Design engaging print, blended and eLearning programmes (may include narration, sound effects, graphics, animations and high-level interactivity) for the sector in a creative, team-oriented environment.

### Performance Measures:

- Positive feedback received from end-users that products follow good practice standards, are sound in instructional design, as well as engaging, innovative and creative.

### Activity: Teamwork and Team Development

Work closely with internal and external stakeholders to achieve organisational and operational goals

### Performance Measures:

- Feedback from internal and external stakeholders that outputs

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Work closely with Product Development team members on individual development projects.

Work with subject matter experts to prepare and enhance learning materials according to Careerforce's established Product Development processes.

Contribute to developing the Instructional Design capability within the Product Development team.

contribute to organisational and operational goals.

- Feedback from team members that outputs contribute to individual development projects.
- Improved instructional design capability across the Product Development team.

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**Activity: Skills Development**

**Performance Measures:**

The Instructional Designer will seek out and action professional development opportunities to maintain currency of skills and enable innovation.

- Professional and personal development plan produced and actioned.
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## Person specification

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**Education / Qualifications / Training**

Qualification in adult education and / or instructional design is desirable.

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**Experience (*Essential*)**

Extensive experience of instructional design, particularly in an online environment.

A robust understanding of adult learning methodologies and andragogy.

Work within a project environment.

Work with a Learning Management System (LMS), preferably Totara-based.

Understand the role and function of adult learning.

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**Experience (*Desirable*)**

Experience within a health, aged care, disability, mental health, social services, cleaning or pest management context.

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**Skills**

Demonstrates a commitment to the principles of Te Tiriti o Waitangi.

Excellent writing and editing skills. The ability to recognise audience profile and to change tone depending on the audience. An understanding of a variety of writing types such as dialogue, instruction, and information.

Competence and confidence working with the MS Office suite.

Development of storyboards in preparation for online development.

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Expertise in using eLearning authoring tools (such as Articulate Storyline 3 or similar), Adobe development tools, and graphic design software.

Identify creative and innovative blended design approaches to achieve project objectives and increase trainee engagement.

Possess analytical skills and the ability to review and prioritise large volumes of information to identify common threads and key messages.

Strong communication skills with the ability to co-design with internal and external stakeholders.

The ability to identify that an approach is not effective and can adapt their working style to suit the needs of a key stakeholder.

The ability to work as part of a collaborative team as well as independently.

Can lead subject matter expert workshops.

Ability to facilitate meetings on and offline.

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**Attributes**

Commitment to developing understanding of Te ao Māori.

Customer focused and able to relate well to all types of people.

Flexible and responsive.

Active listener.

Self-motivated and able to work independently.

Self-managing, focus on task completion.

Able to work under pressure, meet deadlines, and handle multiple tasks.

Excellent time management skills. Demonstrated ability to work on multiple projects with tight deadlines.

High ethical standards and the ability to recognise and act accordingly with commercial and professional sensitivity.

Able to use initiative effectively.

Positive attitude.

Willingness to extend own skills through education and training.

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**Is a Full, Clean NZ Driver Licence Required?**

Yes

No

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**Is Police Vetting Required?**

Yes

No

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**Ministry of Justice Check:**

A satisfactory Ministry of Justice check is required for all roles within Careerforce and is conducted upon acceptance of an offer of employment. Periodic re-checking may be conducted.

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**COVID-19 Vaccination:**

This role is covered by the COVID-19 Public Health Response (Vaccinations) Order 2021, and as such, you will be required to provide proof of vaccination within 35 days of acceptance of an offer of employment.

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## Relationships

**Internal**

Managers  
Product Developers  
Project staff  
Contractor and consultants

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**External**

Employers  
Assessors / Educators  
Subject Matter Experts  
Contractors

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## Employee responsibilities

**Activity:**

Contribute to Careerforce's overall achievement of key strategic priorities, annual plan targets, compliance requirements and quality systems.

Identify risks and impacts, and identify, implement and review solutions within areas of responsibility.

Attend and participate in relevant meetings and training days and provide input and support to colleagues.

Prepare audience-appropriate communications.

Utilise resources effectively and efficiently.

Adhere to company policies and processes.

Contribute to projects as required.

**Performance Measures:**

- All identified tasks/areas of responsibility are performed in an effective and pro-active manner.
  - Evidence of contributions to meeting key strategic goals and annual targets to agreed standards and timeframes.
  - Risk management plans and activities are developed and implemented.
  - Evidence of pro-active contribution to supporting the purpose, values and culture.
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- All relevant policies and processes are followed.
- Evidence of proactive contribution to projects.

## Attributes

### Client Focus

Dedicated to meeting the expectations and requirements of internal and external clients; committed to ascertaining clients' needs, and continuously improving products and services to meet them; provides timely and accurate information to clients; establishes and maintains effective relationships with clients and gains their trust and respect.

### Change Agility

Flexible and adaptable to change; maintains effectiveness when experiencing changes in work tasks / environment; adjusts to work within new work structures, processes, requirements and cultures.

### Effective Communication

Clear and effective two-way communication with a wide range of people, and in all situations in order to explain, persuade, convince and influence others.

## Values (Kawa) and Behaviours (Tikanga)

### Kaitiakitanga - Upholding responsibilities

We are committed to our responsibilities, delivering on our purpose and enhancing the wellbeing of the communities we serve.

*We do this by:*

- Honouring our commitments – we do what we say we will do.
- Being determined, resilient and learning from our mistakes.
- Focusing on being better at everything we do.
- Behaving in a way that is culturally respectful.
- Recognising and celebrating our achievements.

### Manaakitanga – Honouring others and ourselves

We respect and care for each other and provide an environment where everyone can participate in a meaningful way.

*We do this by:*

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- Appreciating one another's differences and demonstrating care and support.
  - Respecting our individual wellbeing and mana.
  - Taking action to develop meaningful working relationships, built on trust, respect and reciprocity.

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### Kotahitanga – Connecting people

We come together to improve the health and wellbeing of New Zealanders.

*We do this by:*

- Working collaboratively as one – paddling our waka in the same direction.
  - Being generous with our knowledge and skills.
  - Supporting and helping each other, being clear and kind.
  - Having a positive mindset and embracing camaraderie.
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## Health and safety

Employees are expected to act responsibly and proactively as required by current health and safety legislation, and by:

- Identifying and reporting new hazards and incidents or accidents through Toi kupu.
  - Undertaking health and safety training as required.
  - Responding appropriately to emergency management and evacuations.
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## Careerforce purpose

Enabling the workforce to enhance people's health and wellbeing.

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## Variation of duties

Duties and responsibilities described above should not be construed as a complete and exhaustive list, as it is not the intention to limit in any way the scope or functions of this position. Duties and responsibilities may be amended from time to time in agreement with your manager or the CEO.

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