POSITION DESCRIPTION

Instructional Designer and Developer (Education & Training)

Position Level 7
Faculty/Division Medicine & Health
Position Number 00102725
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Position Summary

With a focus on pedagogical approaches, the purpose of the Instructional Designer (Education & Training) role is to plan, design, develop, deliver, and evaluate instructional content learning materials.

The learning materials range from online and face to face short courses, bespoke programs, seminars and conferences, participant workbooks, multi-media education and training modules, curriculum development for accreditations, to assessments for credentialing. It is expected that this role collaborates with the Director Short Courses of UNSW Medicine & Health and contributes to the short course business growth and expansion locally and nationally.

The Instructional Designer (Education & Training) reports to the Senior Instructional Designer and Developer (Education) within the UNSW Medicine & Health Short Course Team and contributes collaboratively within the short course team.

Accountabilities

Specific accountabilities for this role include:

- Planning, designing, developing and evaluating instructional learning materials for delivering credential short courses and bespoke programs.
- Collaborate with academics, professional staff, and course presenters to assess requirements and methodically develop instruction materials to match learning needs. This includes working with stakeholders to determine specific design needs.
- Tactfully incorporate learner’s feedback and course evaluation into instructional materials design and development.
• Planning and implementing education and training plan.
• Keeping up to date with technologies (particularly Canvas learning management system (LMS)) for innovation and growth. This includes providing content design and development for the LMS, and maintenance of the learning platform and its learning content and integration.
• Providing customer service and offering guidance to academics and course presenters on how best to utilise Canvas learning platform to achieve desired course results.
• Supporting the UNSW Medicine & Health Short Course digital platforms – including system support and client engagement with learners during and post course delivery.
• Demonstrating conceptual, technical and analytical solutions and developing innovative options in LMS delivery, support and administration.
• Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.
• Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

Skills and Experience
• Design and develop effective learning interventions including online and face to face training materials; participant resources and facilitator guides using PowerPoint, and digital modules using Canvas, Genially, H5P, Padlet, Adobe Captivate, Adapt, AWS and/or other eLearning applications.
• Design and develop effective learning metrics to ascertain learning uptake and report on the return on investment.
• Ensure all reports and other coordination tools provided to the UNSW Medicine & Health are easy to use for academics and professional staff and provide sound data which is relevant to the audience.
• Proven experience in customer service, stakeholder engagement and Instructional Design.
• Deep technical knowledge and experience in using, administering and supporting Canvas LMS and/or other digital platforms including Moodle or similar.
• Experience in content creation, design, and development for Canvas or other LMS.
• Design and publish all resources and material (including online and paper based) and ensure they provide appropriate support to the business.
• Ability to manage competing priorities, work under pressure and meet deadlines as well as high level of verbal and written communication skills, particularly the ability to communicate complex technical concepts in layman’s terms.
• Demonstrated ability to produce complex documentation or reports as well as an advanced knowledge of O365 including Forms, PowerPoint, and Microsoft Excel with the ability to analyse and manipulate data using pivot tables.
• Ability to troubleshoot and resolve technical issues, including an understanding of system structures and systems.
• Ability to work independently but also within a collaborative team environment.
• An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.

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• Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training

**Pre-employment checks required for this position**

• Verification of qualifications and health checks

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**About this document**

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.