

STATEMENT OF ACCOUNTABILITY

Instructional Designer

People and Capability

TEAM: Talent, Leadership and Capability Community of Expertise

POSITION TITLE: Instructional Designer

REPORTS TO: Head of Talent, Leadership and Capability CoE

OUR TEAM ACCOUNTABILITY

As a member of the Talent, Leadership and Capability Community of Expertise this role has shared accountability for:

- **Building** capability for an enhanced learning experience
- **Helping** the system achieve the People Strategy, specifically Everyone can Get Stuff Done and Everyone Is Supported to Thrive
- **Providing** expertise on the impact of learning technologies on learning outcomes
- **Promoting** excellence in thinking and delivery of learning.

MY ROLE RESPONSIBILITY

The Instructional Designer role is responsible for

- Building capability for an enhanced learning experience
- Informing decision making on design of online learning
- Delivering engaging and effective online learning

Specifically:

Content Development - proactively communicate with subject matter experts to source appropriate and accurate content.

Instructional Design - develop effective learning experiences for a variety of delivery methods, applying sound learning principles to learning design. Develop experiences that are innovative and engaging, using educational technology effectively to support learning.

Technical Solutions - select appropriate technologies. Take a proactive role in providing technology-enhanced learning support.

Development of resources - develop instructional resources using appropriate application software. Evaluate developed resources and, if necessary, make improvements whilst maintaining the developed resources and liaise with content owners to curate the resources.

Project Administration - complete work within agreed deadlines, and inform project lead at earliest possible opportunity if scope changes.

Communication – interact with a full range of individuals from internal customers to team members in a manner appropriate to the business need. Convey complex technical concepts to non-technical audiences.

Training - Train others, where needed, to operate the technology. Stay current with learning concepts, and learning technology functionality, features, and tools.

Stay current - with learning concepts, and learning technology functionality, features, and tools.

MY CAPABILITY

To be effective and succeed in this role it is expected the person will have the following proven capabilities, experience and qualifications:

- Display self-knowledge
- Build relationships and mobilise support
- Be customer focussed and committed to quality outcomes and service development.
- Have the ability to set and meet project objectives
- Be committed to teamwork and have the ability to initiate and facilitate open communication with staff
- Have the ability to embrace, anticipate and manage change
- Problem solving

MY EXPERIENCE

- This role would suit a graduate with 1 – 2 year's experience which could include internships and placements

MY QUALIFICATIONS

- Adult learning
- Educational design

MY RELATIONSHIPS TO NURTURE

Internal

- Talent, Leadership & Capability Coe
- Coaching & Consulting team
- Internal customers
- HealthLearn (internal)

External

- Contractors
- Regional HealthLearn
- PDU

MY WELLBEING, HEALTH AND SAFETY

Care starts here

Our people are the most important thing at Canterbury DHB. Ensuring we all come home healthy and safe each day is up to all of us. Safety starts with you:

- **Look:** It's everyone's responsibly to be on the lookout for risks.
- **Make the right choice:** If you see a risk, either fix it yourself if that's the right thing to do, or speak up so someone else can. If you're not sure what to do look at the relevant policy and procedure.

Through working together, we can look after ourselves and those around us.