

# STATEMENT OF ACCOUNTABILITY

## Specialist – Online Learning Design

### People and Capability

**TEAM:** Talent, Leadership, and Capability

**POSITION TITLE:** Specialist – Online Learning Design

**REPORTS TO:** Head of Talent, Leadership, and Capability

#### OUR TEAM ACCOUNTABILITY

As a Talent, Leadership and Capability Community of Expertise [CoE] team member, this role has shared accountability for:

- **Engaging** Talent, Leadership, and Capability CoE, the Canterbury District Health Board [CDHB], the West Coast District Health Board [WCDHB] and our health systems to build trust, common understanding and shared ownership.
- **Growing** the understanding and engagement of Talent, Leadership, and Capability CoE with the vision and goals for the Canterbury and West Coast health systems and ensuring alignment of the Talent, Leadership, and Capability CoE plan with this direction.
- **Ensuring** clarity of the Talent, Leadership, and Capability CoE purpose, direction, plan, programmes of work and priority and making sure all Talent, Leadership, and Capability team members know their role responsibility.
- **Building** the service delivery capability of the Talent, Leadership, and Capability CoE to make it happen and the process capability to do it effectively and efficiently.
- **Communicating**, in order that within the People and Capability, the Talent, Leadership, and Capability CoE, the CDHB, WCDHB and Our Health Systems, everyone remains aligned with and informed about the Talent, Leadership, and Capability CoE plans, programmes, priority and progress.

This shared accountability will be exercised in support of the organisation's People Strategy and the People and Capability operating model whereby the Talent, Leadership, and Capability team members leads the establishment, development and maintenance of the Talent, Leadership, and Capability CoE across Canterbury DHB, West Coast DHB and the respective health systems.

#### MY ROLE RESPONSIBILITY

The Specialist: Online Learning Design – Talent, Leadership, and Capability is responsible for working with the People and Capability function and the wider Talent, Leadership, and Capability CoE to deliver the annual programme of work linked to the repositioning and ongoing development of People and Capability. They are also responsible for providing support for the end to end learner experience across the talent lifecycle with a focus on online learning design.

In assuming this responsibility, the role enables the Talent, Leadership, and Capability team to be an effective and valued partner of the Canterbury and West Coast health systems through the Talent, Leadership, and Capability CoE and People and Capability to support the organisations to achieve their goals.

The role is responsible for:

- **Working** with Talent, Leadership, and Capability team members to drive continuous improvement and provide leadership across the Talent, Leadership, and Capability CoE in terms of decisions on integrated multi-modal delivery digital technology solutions to create a seamless and scalable end to end user experience
- **Creating** and driving a *fantastic and seamless user experience* for effective capability development through supporting the design of integrated blended learning solutions
- **Analysing** and prioritising work demands to ensure the delivery of the annual programme of work including the smooth transitions from current to future state
- **Identifying** risks to the end to end learner experience and make changes to minimise or eliminate unintended consequences
- **Engaging** with work areas to produce positive organisation outcomes through effective online learning design in a consistent scalable manner that places the learner at the centre
- **Facilitating** relationships between the people responsible for building organisational capability and subject matter experts to design and deliver blended learning solutions
- **Developing** and communicating streams of work to key stakeholders in terms of progress towards the annual programme or work and behavioural change objectives
- **Promoting** a positive continuous improvement culture within the Talent, Leadership and Capability CoE and actively work towards achieving this

#### MY CAPABILITY

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

- **Customer focus:** provides courteous, timely, and helpful service to encourage client loyalty
- **Decision making:** uses sound judgment to make timely and effective decisions
- **Dependability:** performs work in a reliable, consistent, and timely manner
- **Listening to others:** listens and restates the ideas and opinions of others to improve mutual understanding
- **Processing information:** gathers, organizes, and analyses diverse sources of information
- **Quality focus:** strives to meet quality standards and produce quality work products
- **Team work:** collaborates with others to achieve goals
- **Written communication:** expresses ideas and opinions effectively in writing

#### MY EXPERIENCE

- **Minimum 2-3yrs experience designing, developing and implementing** end to end online learning solutions, including as part of blended learning solutions, within a project team environment
- **Using and integrating multi-modal delivery** [incl. leading digital technology] to create a seamless and scalable user experience through end to end blended learning solutions

#### MY QUALIFICATIONS

- **Tertiary qualification [preferred] or equivalent industry experience** in education, learning or instructional design

#### MY RELATIONSHIPS TO NURTURE

##### Internal

- Talent, Leadership, and Capability CoE team members
- People and Capability
- Wider Talent, Leadership and Capability CoE

##### External

- Organisational Development and Learning Specialists within the Canterbury and West Coast health systems
- Organisational Development and Learning Specialists within the health and social services sector

**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.