

# POSITION DESCRIPTION



**Position Title:** Instructional Designer

**Work Level:** Operational

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## Reports to

Manager, Training Services Development

## Position Overview

The position will support content development and the design for Pride Training’s facilitated training and eLearning projects. ACON Pride Training provides nationally, sexuality and gender diverse, inclusive practice training, primarily to health and wellbeing professionals. The purpose of this role is to design, develop and evaluate both new and existing blended learning solutions to support ACON’s strategic priorities.

## Main Activities

- Work collaboratively with your team, stakeholders and subject matter experts to facilitate the design of learning experiences that are innovative and engaging.
- Participate and support co-design process with sexuality and gender diverse communities and people living with HIV, as well as other community engagement strategies.
- Analyse learning needs to design targeted and scalable learning solutions
- Design blended solutions, appealing to the learner and complementing their learning style by applying adult learning principles and best practice learning design
- Support stakeholders with the implementation of learning via train-the-trainer, user acceptance testing and socialisation of initiatives.
- Contribute to the design elements for the development of professional eLearning, presentations, and job aids for a range of stakeholders, including government bodies and health and wellbeing service providers.
- Actively participate in and contribute to an ongoing process of supervision, unit meetings, team meetings, general staff meetings, quality improvement and professional development strategies.
- Perform other duties to assist with the work of the unit as requested by your supervisor (or designate).

HUMAN RESOURCES USE ONLY		
APPROVED	Instructional Designer	5 March 2021
– Manager Training Services Development		
– Manager HR		

## **Selection Criteria:**

### **Essential**

1. At least 3- 5 years of experience designing and developing engaging eLearning, centred in creative and innovative design.
2. Strong track record in using authoring and design software, such as Articulate 360 (required), Adobe or Canva (preferred), to develop eLearning.
3. Strong administration and organisational skills, including computer literacy.
4. Demonstrated application of best practice learning methodologies (e.g. ADDIE; 70:20:10) in the design of learning solutions and assessments.
5. Ability to think creatively, identify and explore new training concepts and best practice approaches to support the development of learning initiatives.
6. Competence developing facilitated learning (face-to-face and webinar), backed with relevant collateral, e.g. PowerPoints, job-aids, and leader's guides.
7. Excellent interpersonal, customer service and communications skills, both written and verbal, and the ability to liaise and negotiate effectively with a variety of vendors and stakeholders from diverse backgrounds and ability to produce professional documents, briefings and reports.
8. Understanding of and commitment to sexuality and gender diverse communities.
9. Demonstrated ability in community consultation and the ability to represent the organisation in a range of forums.

### **Desirable**

1. Tertiary qualifications in a relevant field (such as instructional design, education, health promotion, community health/support, social sciences) or equivalent experience.