

Instructional Designer

Position Description

Directorate:	Corporate Services
Reports to:	Manager, People and Culture Systems
Direct reports:	NIL
Location:	Flexible within any of the Society's main metropolitan or regional offices across NSW.
Primary position objective:	Design and develop courses, tools and resources for the Society's learning management system to support the learning and development of staff and volunteers.

The St Vincent de Paul Society is an Equal Employment Opportunity Employer

Directorate overview

This position is in the Corporate Services directorate. The teams within the directorate and their functions are:

Strategy and Outcomes: this team is responsible for implementing a Society-wide planning, monitoring and reporting framework to support the achievement of the goals of the Strategic Plan; and leading the measurement of performance and outcomes of Society programs, services and functions.

Governance, Risk and Safeguarding: this team is responsible for supporting good governance practices throughout the Society; provision of State Council and Board secretariat services; leading the development of organisational policy; safeguarding functions; and enterprise risk management.

Legal: this team is responsible for delivering legal services, and privacy and complaints functions.

Policy and Advocacy: this team is responsible for developing informed public policy positions on issues relevant to the people we serve; directing relevant research; and developing and implementing related advocacy strategies.

Safety and Workforce Operations: this team is responsible for state-wide work, health and safety strategy; work, health and safety audits; wellbeing; return to work; recruitment and retention; and employment relations.

People Strategy and Development: this team is responsible for people strategy; people policy; diversity; organisational development; and learning and development.

Information and Communication Technology: this team is responsible for state-wide ICT strategy; ICT project management; design and implementation of new ICT systems; ICT service desk, and cybersecurity.

Accountabilities and responsibilities

The Instructional Designer will:

- Contribute to the successful implementation of the Strategic Plan within their team.
- Design effective and targeted training initiatives and solutions for all members, staff and volunteers to align with the Society's people strategy and other initiatives.
- Build courses into the Learning Management System.
- Design and develop effective, creative training programs and materials that engage, excite and educate employees.
- Develop targeted tools and resources to support the learning and development of employees.
- Contribute to a safe working environment for staff, members and volunteers by implementing the Society's workplace health and safety practices.
- Contribute to the implementation of effective risk management procedures to ensure compliance with legal, employment and governance requirements.

Critical Key Performance Indicators (KPIs)

- Deliver and maintain high quality resources that support learning and development of employees.
- Ensure courses are designed on time and according to process and quality specifications.
- Support increases in the proportion of staff accessing learning and development year on year.

Key working relationships

In addition to the Manager, People and Culture Systems and their team, the Instructional Designer will foster close working relationships with:

- Learning and Development Partners (Corporate Services).

Essential criteria

Critical capabilities

There are nine capabilities expected of all employees across the Society:

- **'People we serve' centric:** (Level 2) Enable the delivery of high-quality services that provide a hand up for the people we serve.
- **Values based leadership:** (Level 2) Enable individuals and teams to be guided by the Society's mission, vision, values and lay Catholic heritage.
- **Impact focus:** (Level 2) Enable others to deliver positive impact through informed decision making and efficient and effective use of resources.
- **Collaboration:** (Level 2) Enable collaboration with Conferences, directorates and teams to create opportunities, solve challenges, foster the Society's mission and implement the Strategic Plan.
- **Change leadership:** (Level 2) Support others to engage with, and adapt to change.

- **Team performance:** (Level 2) Motivate and manage individual and team performance and develop their capabilities.
- **Digital engagement:** (Level 2) Enable and facilitate participation in virtual, dispersed teams using digital tools.
- **Innovation and improvement:** (Level 2) Encourage innovative behaviour to improve existing and new services and ways of working.
- **Financial acumen:** (Level 2) Enable others to use the Society's resources responsibly and keep expenses within budget.

Role-specific criteria

- Relevant tertiary qualification/s in instructional design, training and development, adult education or related.
- Experience in the design of learning management systems and technologies.
- Demonstrated expertise in pedagogical theories.

Desirable criteria

- Experience working in a membership-based organisation to support and empower members and volunteers.