

POSITION DESCRIPTION

SENIOR LEARNING ADVISOR

ABOUT US | MŌ MĀTOU

Engineering is a big deal for New Zealand. It's behind almost everything we do and plays a vital role in Kiwi life – from our homes and how we travel and communicate, to the water we drink and the food we eat. Engineers are awesome, and we want everyone to know.

We're Engineering New Zealand Te Ao Rangahau – a non-profit membership organisation that's driven to help our engineers be the best so they can engineer better lives for New Zealanders.

As a membership organisation and the Registration Authority for chartered professional engineers, we represent around 22,000 members from graduates through to experts in their field. As well as supporting and promoting the work of our members, we are leading exciting programmes that are making a difference to Aotearoa.

We're the voice of engineering. We aren't afraid to ask the hard questions, seek expert advice, explore possibilities, and partner with all sectors of society to drive this mission home. We give our members a platform to share their views and impact real change. We're also unashamedly proud to shout their engineering genius from the rooftops.

ABOUT THE ROLE | KŌRERO MŌ TE TŪRANGA

To develop the professional development portfolio by providing advice on emerging learning practices and creating high quality, relevant and engaging learning activities.

KEY ACCOUNTABILITIES | TAKOHANGA TUHINGA O MUA

Strategic Learning Advice

- Recommend learning practice and solutions that incorporate emerging best practice in adult learning and are relevant to the Engineering Profession.

Member Learning Design, Development and Delivery

- Determine appropriate learning mediums based on audience, learning objectives and resources.
- Use instructional design expertise to design and develop a variety of learning solutions.

- Support presenters to determine appropriate learning outcomes and design appropriate session plans and material.
- Design and develop highly engaging and interactive e-learning using Adobe Captivate and Articulate Storyline and technical and visual design skills including video and multimedia.
- Work collaboratively with SMEs and stakeholders in all phases of design and development and in the review of existing materials.
- Own full project life-cycle and communication of timeline, status, and relevant information points to all stakeholders.
- Evaluate and assess the effectiveness of learning solutions in collaboration with the Learning Partnerships Manager.

Organisational Learning Design, Development and Delivery

- Support the design, development and delivery of internal learning and development programmes.
- Recommend potential learning partners and providers.
- Work with the People Experience team to facilitate learning activities for internal use.

Learning Management System (LMS)

- Manage the LMS including responding to incidents, requests and other trouble-shooting.
- Consult with the Learning Partnerships team and other business areas to design LMS solutions to meet wider business needs.

Other

- Work collaboratively with colleagues across all the Engineering New Zealand teams.
- Mentorship and coaching of team members.
- Embody the Engineering New Zealand values of integrity, service, mahi tahi and bravery.
- Ensure you adhere to the relevant Engineering New Zealand health and safety policies and procedures.
- Ensure your own wellness, health and safety within the workplaces, as well as that of colleagues.
- Participate in other tasks, projects and activities as required.

SKILLS AND EXPERIENCE REQUIRED | NGĀ PUKENGA ME NGĀ WHEAKO E HIAHIATIA ANA

- Tertiary qualification in a related field and proven experience in developing learning solutions.
- Advanced knowledge of adult learning principles, course development methodologies and blended learning solutions.
- Expertise in using e-learning authoring tools, Articulate Storyline and Rise.
- Expertise in using Adobe Creative Suite, audio/video editing and production and image creation and editing.
- Advanced skills in the Microsoft suite of products.

REQUIREMENTS OF THE ROLE | NGĀ HERENGA

General skills/experience

- Excellent organisational and time management skills and the proven ability to manage projects within time and resource constraints, exercise initiative and work independently.
- Demonstrated highly effective interpersonal and communication skills, including the ability to write for an online audience.
- Exceptional relationship skills with the proven ability to work with a range of SMEs and stakeholders.
- Strong problem solving and critical thinking.

Attitude

- High drive – ability to design and work on multiple projects.
- Results focussed - ability to meet and exceed learner expectations.
- Flexible and willing to pitch in with other team tasks.
- The desire and ability to master new tools, try something new, and embrace change, always.
- Passion for continuous learning.