



POSITION DESCRIPTION

LEARNING DESIGNER – FIXED TERM

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 assist with administration and maintenance of the recently implemented Learning Management System (LMS) across multiple teams and contribute to the development of high quality, relevant and engaging learning activities.

The role is fixed term for six months at 0.4FTE (15 hours per week).

KEY ACCOUNTABILITIES | TAKOHANGA TUHINGA O MAU

Learning Design, Development and Delivery

- Support presenters to determine appropriate learning outcomes and design appropriate session plans and material.

- Assist Senior Learning Advisor to 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.
- Assist with the uploading of relevant content to the LMS for enabling participants to access learning activities.

Learning Management System (Totara)

- Assist with responding to LMS incidents, requests and other trouble-shooting.
- Work with the Learning Partnerships team and other business areas to ensure LMS solutions meet wider business needs.
- Assist with ongoing LMS training requirements for Learning Partnerships team.

Other

- Work collaboratively with colleagues across all the Engineering New Zealand teams.
- 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

- Knowledge of adult learning principles, course development methodologies and blended learning solutions.
- Knowledge of Quality Assurance processes.
- Experience in using e-learning authoring tools, Articulate Storyline and Rise.
- Experience in using Adobe Creative Suite, audio/video editing and production and image creation and editing.
- Industry experience, ideally in a membership or engineering related organisation.
- Advanced skills in the Microsoft suite of products.

REQUIREMENTS OF THE ROLE | NGĀ HERENGA

- Stakeholder engagement skills with the ability to influence and build trust and confidence.
- Results focused, with the ability to prioritise, pay attention to detail and act with urgency.
- Creative thinker with a can-do attitude.
- Friendly and positive team member who works well with others to get the best outcomes.
- Flexible and willing to pitch in with other team tasks.
- The desire and ability to master new tools, try something new, and embrace change.
- Passion for continuous learning.