

# POSITION DESCRIPTION

## SENIOR INSTRUCTIONAL DESIGNER

### 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 24,000 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

Engineering New Zealand is the professional home for all engineers in New Zealand.

The Learning Partnerships Team develops, curates, and delivers continuing professional development opportunities for engineers across multiple disciplines. As the Senior Instructional Designer, you will work independently with subject matter experts and industry leaders to translate specialist knowledge into high-quality learning experiences, including course materials, eLearning, and facilitator guides. Your work will strengthen member capability, deepen understanding, and support the consistent application of good engineering practice across Aotearoa New Zealand.

**Reports to:** Learning Partnerships Manager

**Direct Reports:** Nil

**Location:** Wellington

#### Key relationships:

**Internal:** Learning Partnerships team, the wider Membership Services team members, and the Marketing, IT and Finance Teams.

**External:** Facilitators, industry representatives and subject matter experts.

## Key accountabilities | Takohanga tuhinga o mua

### Strategic Learning Advice

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

### 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 eLearning experiences using Adobe Captivate and the Articulate Suite, integrating strong technical expertise with advanced visual design, video production, and multimedia development skills.
- Work collaboratively with SMEs and stakeholders in all phases of design and development.
- 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.

### Learning Management System

- Support other team members with Learning Management System (LMS) administration functions; including loading, testing and troubleshooting eLearning and face-to-face courses.

### Other

- Lead and support the design, development and delivery of internal learning and development programmes.
- Recommend potential learning partners and providers.
- Work collaboratively with colleagues across all Engineering New Zealand.
- Embody the Engineering New Zealand values of integrity, service, mahi tahi, and bravery.
- Ensure adherence to the relevant Engineering New Zealand health and safety policies and procedures.
- Ensure your own wellness, health and safety within the workplace, 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.
- This role requires a minimum of 5 years' industry experience.
- Advanced knowledge of adult learning principles, course development methodologies and blended learning solutions.
- Expertise in using e-learning authoring tools, Articulate Suite and Adobe Captivate preferred.
- Expertise in audio/video editing and production.
- Advanced skills in the Microsoft suite of products.

## Requirements of the role | Ngā herenga

### Competencies

- 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.

## Behavioural attributes

- High drive – ability to design and work on multiple projects.
- Results-focused - 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.
- Passion for continuous learning.