

**Senior Learning Designer  
Learning and Development Team  
Human Resources**

**Purpose:**

The purpose of the Senior Learning Specialist is to use innovative approaches to lead efforts in instructional design and delivery across multiple business units within the organisation. In addition to being responsible for the design and delivery of in-person training initiatives, this individual will provide technical direction for the design and technology-enhanced learning workstreams.

The Senior Learning Designer will work with the Learning Design Team to create online learning modules, instructor-led training guides, and supporting materials through the application of tested instructional design theories, practice and methods. The Learning Designer will use strong interpersonal, written, and visual communication skills to bring together text, images, video and audio to communicate and transfer learning to our clients', employees, members, customers, and other stakeholders.

This role supports the Learning and Development Team with the design, development, implementation and evaluation of innovative and customised eLearning and blended learning models for KiwiRail.

Health and Safety is an important part of how KiwiRail operates. You will be a safety leader and will be expected to "walk the safety talk".

**Dimensions:**

<b>Reports to:</b>	Learning Design and Systems Manager
<b>Responsible for:</b>	Nil
<b>Location:</b>	Wellington (some travel will be required)
<b>Budget:</b>	Nil
<b>Internal Contacts:</b>	General Managers and Business Unit Managers, Line Managers Zero Harm Team Human Resources Team Talent Acquisition Team
<b>External Contacts:</b>	ITOs, TEC, and other related learning providers Training and Learning providers Regulatory bodies

## **Key Accountabilities:**

### **Learning Design**

- Define objectives for a course and/or curriculum.
- Outline the concept for a course or programme, defining (needs for) the course medium, content delivery, assessments, accompanying materials, and complementary learning approaches.
- Scope and design impactful blended learning solutions, in consultation with business unit leaders and Subject Matter Experts.
- Design assessments and meaningful course interactions to increase learning and retention.
- Work with the Graphic Designer – eLearning Developer to voiceover talent, video production, and graphics sources to produce draft and final versions of each course.
- Occasionally assist in production (storyboarding, graphics placement, animations, audio importing & editing)
- Work with subject matter experts and course sponsors to collect feedback and integrate it into the next course draft.
- Proof course at multiple stages of development and make or document required changes.
- Define project schedules and manage multiple projects simultaneously with other team members. Keep track of project tasks and status using online project management software.
- Participate in team brainstorming and strategy meetings to help define goals and direction.
- Keep up to date on learning tools, trends, and ideas.

### **Qualifications and Assessment Mapping**

- Assist with the facilitation of qualification development workshops
- Participate in Unit standard reviews
- Complete assessment mapping to assist with the development and introduction of qualifications
- Complete gap analysis and report writing from completed assessment mapping exercises
- Assist with the development of Recognition of Prior Learning (RPL) and Recognition of Current Competency (RCC) opportunities/processes and programmes
- Develop assessments where required to address unit standard performance criteria outcomes
- Develop collateral to support qualification pathways (in the form of learner workbook, assessor guides etc) in line with learning design templated documentation and approach

### **Mentoring and Professional Leadership**

- Providing mentoring, coaching and guidance for others on design and development
- Develop materials that are in accordance to our Quality Assurance and Assessment Moderation guidance.
- Provides design of evaluation methodology and continuous improvement cycle for programs.
- Proactively searches and uses emerging learning practices and technologies to continuously improve design and development practices and their effect on the business.

<ul style="list-style-type: none"> <li>• Evaluates learning approaches and tools for suitability of use within the organisation</li> <li>• Co-develops learning strategies so that solutions frameworks can be leveraged across business through needs analysis and collaborative design; connecting actively with broader stakeholder groups and connected business processes.</li> </ul>
<p><b>Project Management</b></p>
<ul style="list-style-type: none"> <li>• Establishes project governance standards and identifies organisational policies relevant to project management.</li> <li>• Determines methodology, processes, tools and techniques to be used on L&amp;D projects.</li> <li>• Identifies, prioritises and initiates new projects, ensuring alignment with business priorities and communicating priorities and rationale to senior stakeholders.</li> <li>• Engages project sponsors and ensures they are kept informed and fulfil sponsorship role throughout project lifecycle.</li> <li>• Manages portfolio of projects, balancing resource allocation, interdependencies, risks and opportunities across projects to maximise benefits.</li> <li>• Ensures that lessons learned are applied to improve project success.</li> </ul>
<p><b>Engagement</b></p>
<ul style="list-style-type: none"> <li>• Works collaboratively with the wider learning team and business to understand and prioritise key business learning and learning design priorities</li> <li>• Works with the Learning Delivery team to ensure the programmes are fully understood before implementation, providing support with delivery of Train the Trainer programmes and refreshers as needed</li> <li>• Builds and maintains partnerships and effectively collaborates and communicates with KiwiRail business units and across the Learning &amp; Development Team</li> </ul>
<p><b>Zero Harm</b></p>
<ul style="list-style-type: none"> <li>• Responsible for complying with all rail safety system standards, procedures and statutory requirements within your area of responsibility.</li> <li>• Responsible for your own safety and that of other rail employees, contractors and visitors within your work environment.</li> <li>• Responsible for the identification, reporting and initial control of any safety or environmental hazard identified within your area to your immediate manager.</li> <li>• Adheres to Kiwirail’s health and safety requirements and take responsible for maintaining a proactive approach regarding both personal wellbeing as well as that of fellow employees, associated client personnel, sub-contractors and members of the public.</li> <li>• Reports all accidents and incidents to your immediate supervisor within one hour.</li> </ul>

**Person Profile:**

<b>Essential:</b>	<b>Desirable:</b>
<ul style="list-style-type: none"> <li>• 5+ years’ experience in a related technical role.</li> <li>• Experience in designing and facilitating interactive learning experiences and designing curricula based on experiential learning, adult learning principles, and using</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working with learning management systems to effectively deliver and record learning related information.</li> <li>• Solid technical knowledge of multimedia tools:</li> </ul>

<p>blended learning and innovative learning technologies</p> <ul style="list-style-type: none"> <li>• Knowledge of the principles of learning including adult learning, learning styles theory, participatory methods, instructional design, whole systems design and related topics</li> <li>• High level of communication, interpersonal and organisation skills.</li> <li>• Demonstrated ability to manage multiple projects simultaneously and deliver quality, client focused results on time and within budget</li> <li>• Ability to be flexible, adaptable and work in a fast-paced environment as a team player</li> <li>• Ability to work in an environment committed to appreciative, strengths-based approaches and coach others in using these approaches</li> <li>• Interest in getting your hands dirty and taking a “boots on the ground” approach to learning our business and our learners</li> <li>• Experience in assessment mapping exercises</li> <li>• Demonstrated ability to facilitate workshops for Train the Trainer for new courses and/or changes to existing courses</li> </ul>	<ul style="list-style-type: none"> <li>○ Experience with Articulate Storyline 360, Adobe Captivate.</li> <li>○ Proficient in Adobe Creative Cloud (Photoshop, InDesign, Illustrator and Premiere Pro).</li> <li>• Knowledge of Adobe After Effects, SCORM 2004.</li> </ul>
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**Education:**

<b>Essential:</b>	<b>Desirable:</b>
<ul style="list-style-type: none"> <li>• Relevant Tertiary Qualification in related discipline.</li> </ul>	<ul style="list-style-type: none"> <li>• Training and/or Adult Education/Learning qualification.</li> <li>• Relevant technical qualifications within instructional design.</li> </ul>