



Instructional Designer

Location: Surrey

Job Summary:

Reporting to the Instructional Design Manager, this position is responsible for the effective provision of instructional design services to meet learning objectives and increase the capabilities of employees to execute on business priorities.

Key Accountabilities:

Work with clients to anticipate, identify, and analyze training needs; design and develop training solutions; support transfer of learning; and evaluate the degree to which training solutions achieved their objectives.

Collaborate with subject matter experts to design technical training courses for designated client groups utilizing proven instructional design methodologies and learning modalities.

Build effective relationships with business partners to ensure business needs are met. Provide support to the organization and specific functional areas in implementing strategies to improve organizational effectiveness.

Develop key learning objectives and measurement criteria. Administer training evaluations to measure training program success and communicate results to stakeholders; provide recommendations to support any identified gaps and provide consultation to support post training performance challenges.

Develop detailed learning plans, design and develop learning solutions, prepare reports, documents, and write storyboards; edit learning and performance support interventions. Review and update course material to ensure quality and the effectiveness standards are maintained.

Work collaboratively with others in the department of Operational Learning on both client- and department-driven training initiatives.

Special projects as required.

Education and Experience

Diploma in Instructional Design/Adult Learning or a related discipline from an accredited post-secondary institution plus 3 years recent, related experience or an equivalent combination of education, training and experience.

Technical Competencies (Role Specific)

- Demonstrated knowledge and application of adult education principles and practices
- Project management skills
- Demonstrated ability to develop and implement training programs
- Demonstrated ability to integrate theories and principles to develop practical frameworks, processes and programs
- Demonstrated ability to develop and maintain effective working relationships
- Demonstrated ability to plan, organize and execute work on time and on budget
- Demonstrated ability to successfully implement products and services
- Demonstrated ability to manage competing priorities and demanding work schedules
- Demonstrated ability to communicate effectively both verbally and in writing
- Demonstrated ability to use technology to achieve departmental targets
- Demonstrated ability in using MS Office applications (Outlook, Word, Excel, PowerPoint)
- Demonstrated ability to use eLearning development software such as Articulate Storyline

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