

Learning Designer Role Information

A **Learning Designer** used sound educational theory to design learning experiences which make the acquisition of the skills, knowledge and attitude more efficient, more effective, and more appealing to the learner.

How to apply

If when you have read through this document, it sounds like it could be your next move, we'd love to hear from you.

Please send in a brief descriptor of your experience and tell us why Like-Minded will benefit from you joining us. Access to a portfolio of example work would be appreciated.

We're taking applications up to **5pm on the 21 December 2022** and will be in touch regarding interviews early January 2023.

Response documents and links must be emailed to:

info@likeminded.co.nz

Learning designer ... with an opportunity to grow!

We're excited to tell you that we have the space for someone to join our team who has a passion for learning and a creative mind that is open to novel approaches in learning!

Like-Minded are looking for an experienced learning designer to work with a multi-disciplinary team, primarily out of the Christchurch-based office. You'll engage with the clients to understand their needs, then go on to design and develop high-quality learning experiences, using a range of delivery methods.

There is also potential, for the right person, to grow their learning management and leadership skills. If you are looking to take the next step in your career and want to use your learning design skills to help us further develop our products and our team, then this could be your next step. If you're ready for a change and you can show us examples of what you have done to contribute to online courses, then we want to hear from you.

Our commitment to a diverse and inclusive environment.

Like-Minded are committed to building a diverse workforce, which brings diversity of thought, opinion and background, making it successful workplace. We welcome and respect differing beliefs and abilities and promote an inclusive working environment where all employees have equal access to opportunities. We recognise the special relationship between the people who live in Aotearoa New Zealand based on the Treaty of Waitangi.

What we are looking for

Ideally, you will have at least three year instructional design experience and can show us examples of what you have done to contribute to online courses.

We are looking for an individual who can demonstrate some of the following criteria, or who demonstrates the potential and desire to learn in these areas:

- Strong writing skills and the ability to create effective learning experiences in plain English and storytelling style.

- A minimum of three years' design experience, designing for deployment on learning management systems and designing for a variety of eLearning authoring tools.
- The aptitude and ability to shape learning into effective learning content, applying adult learning principles and relevant learning theory to content design.
- A customer-focus that means you can build relationships, particularly with subject matter experts, based on trust and understanding, that benefit the outcomes of the work.
- The ability to produce high quality work with attention to detail.
- Strong skills that keep projects on time, cost and to the quality standard.
- Understanding of Treaty of Waitangi principles
- We require all applicants to have a current valid permit to live and work in NZ.
- Preferably have a current NZ Driver's license (an advantage but not essential).

Performance target

80% of hours worked should be chargeable to a client.

Remuneration

Salary is commensurate with that indicated on [Payscale.com](https://www.payscale.com) and will be influenced by the depth of experience you bring to the role.

Location

Please note that we are primarily an office-based workplace, but we offer everyone flexibility to ensure you get that balanced life. This is not a remote working role, but we are happy to discuss what sort of flexibility would work for the successful candidate.

About Like-Minded

Like-Minded work with our clients to produce high-quality, effective learning experiences, using a range of learning technologies, and a variety of traditional and innovative delivery methods. We also have a range of in-house projects that require development.

We look after you! And when you are in the right place to be your 'best self', our business will reap the benefit. We expect you to be committed to doing the best job you can, but we are also focused on staff having a healthy balance between the demands of work and their out-of-work activities.

B Corp Certification



We are a B Corp accredited organisation which means that we balance purpose with profit and work hard to use our business for good. We take pride in creating a workplace where staff are motivated, engaged and can be creative in their work. We make sure that personal goals and Like-Minded's goals are aligned, so that we can create the right growth environment for you at this next stage in your career. If you are not familiar with this movement, please feel free to check it out

<https://www.bcorporation.com.au/>

Learning Designer Position Description

Purpose

To work with clients to design, develop and deliver quality learning experiences.

- Responsible to: Director (Learning Consultant)
- Location: Christchurch
- Relationships: Internal: Like-Minded team
- External: Clients, project managers, instructional designers, graphic designers and other collaborators.
- Supervision: At the commencement of this contract, this role is not responsible for the line management of others, but will be expected to support and mentor other staff from time to time.

Work areas	
Content development	<ul style="list-style-type: none"> ▪ Proactively communicate with subject matter experts to source appropriate and accurate content. ▪ Research content for learning in areas of own subject matter competency. ▪ Take all reasonable measures to ensure that supplied material meets the needs of copyright legislation.
Instructional design	<ul style="list-style-type: none"> ▪ Develop effective learning experiences for a variety of delivery methods. ▪ Apply sound learning principles to learning design. ▪ Shape content so that that it meets the need for the learning outcomes, in an appropriate tone and style. ▪ Develop experiences that are innovative and engaging ▪ Use educational technology effectively to support learning. ▪ Create new or update existing online or print-based learning material using appropriate tools and systems. ▪ Adapt to emerging educational technologies and approaches.
Technical solutions	<ul style="list-style-type: none"> ▪ Assist in developing blended learning approaches and selecting appropriate technologies. ▪ To take a proactive role in providing technology-enhanced learning support.
Development of resources	<ul style="list-style-type: none"> ▪ Develop instructional resources using appropriate application software ▪ Evaluate developed resources and, if necessary, make improvements. ▪ Maintain the developed resources.
Project administration	<ul style="list-style-type: none"> ▪ Complete work within agreed deadlines and inform project manager at earliest possible opportunity if scope changes. ▪ Record time accurately and on a daily basis as much as possible. ▪ Communicate proactively with project manager to identify solutions to emerging project issues.

Work areas	
Communication	<ul style="list-style-type: none"> ▪ Interact with a full range of individuals from clients to internal staff, in a manner appropriate to the business need. ▪ Convey complex technical concepts to non-technical audiences.
Environment	<ul style="list-style-type: none"> ▪ Promote a professional work environment dedicated to customer service and teamwork.
Training	<ul style="list-style-type: none"> ▪ Train others, where needed, to develop learning material. ▪ Stay current with learning concepts, and learning technology functionality, features, and tools.
Networking	<ul style="list-style-type: none"> ▪ Actively connect with others to maintain currency of skills and seek out possible opportunities requiring Like-Minded services
Wellbeing	<ul style="list-style-type: none"> ▪ Comply with health and safety legislation. ▪ Follow work policies and procedures relating to health, wellbeing and safety. ▪ Manage personal health and wellbeing as relevant to workplace and workload.
Cultural competence and the Treaty of Waitangi	<ul style="list-style-type: none"> ▪ Be aware of and responsive to the different cultures of in the external and internal relationships you work with in your role. ▪ Work in a manner that that reflects the principles of the treaty of Waitangi and acknowledges Māori as the tangata whenua of New Zealand. ▪ Treat all people you work with fairly and consistently
Global responsibility	<ul style="list-style-type: none"> ▪ Ensure that Like-Minded staff act in a socially and environmentally responsible way, so with due consideration to any potential impact on people or the planet.
Other duties	<ul style="list-style-type: none"> ▪ Perform other duties directed by and agreed with your line manager. ▪ Engage with the team as required to create a fun and supportive environment.