**ROLE TITLE:** Instructional Designer

**Reports to:** Engineering Capability Lead (ECL)

**Direct reports including contractors**: None

**Budget**: None

**Key relationships:**

* Collaborates with external customers to identify learning needs
* Creates training materials for customers
* Works with Project Leads to deliver to correct time, cost and quality.
* Reports into ECL for 1-2-1s and technical topics

**ROLE PURPOSE:**

* Responsible for creating engaging learning activities which provide relevant skills to people working in engineering.

**MAIN ACTIVITIES:**

* Carry out learning needs analysis with customers to identify their requirements
* Engage with NCC subject matter experts, typically engineers, to draw out their expertise and develop content for learning
* Design and develop engaging training material for delivery face-to-face, via virtual conferencing tools such as Microsoft Teams, or via eLearning modules
* Load training materials onto Learning Management Systems
* Organise the delivery of dry runs of new content with suitable trainers or subject matter experts
* Design suitable assessments for learners on NCC courses
* Evaluate NCCs learning content and identify and implement updates where needed by working with trainers and subject matter experts.

This job description is not an exclusive or exhaustive list of all activities that an individual in this position may be asked to perform. You may be required to undertake other responsibilities or activities, as requested by your line manager, to support your team or wider NCC activities.

**PERSON SPECIFICATION**

|  |  |
| --- | --- |
| Essential | Desirable |
| Qualifications/Experience   * Educated to Bachelor’s degree level in a relevant qualification or commensurate experience * 3-5 years of working in an Instructional Design role or similar * Experience using eLearning authoring tools such as Rise360 and Storyline360 * Experience using a LMS to manage delivery of learning content * High standard of IT skills including PowerPoint, Excel and Outlook * Excellent planning and organisation skills with considerable experience of managing multiple projects | Qualifications/Experience   * Experience in engineering sector * Experience of composite materials * Experience of evaluating the impact of training delivery |
| Behavioural Competencies   * A self-starter capable of communicating progress, risks and issues on their projects * Excellent written and oral communication skills * Able to co-ordinate diverse groups of people to meet project goals and deadlines | Behavioural Competencies   * Approachable and enthusiastic attitude |

**APPROVAL**

(Supporting role definition must be agreed by the relevant manager and HR)

I agree that this supporting role definition conveys an accurate description of this role:

**Manager:**

**Name Job Title Signature Date**

**HR** (for senior roles this must be signed by the Head of HR):

**Name Job Title Signature Date**