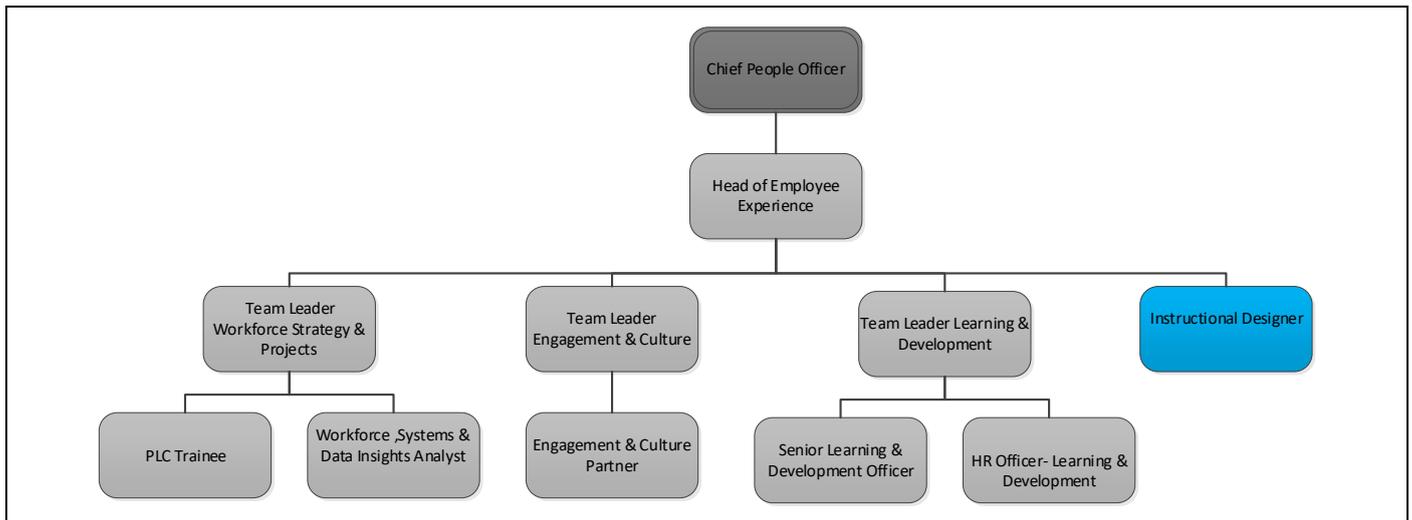


POSITION DESCRIPTION

Position Title	Instructional Designer
Position Number	22211.1
Division/Directorate	Customer Corporate and Strategy
Branch	People, Learning & Culture
Grade	Grade 15
Band and Level	Band 3 / Level 2
Special Requirements	Employee screening including but not limited to, qualification check, criminal record check
Physical and Environmental Demands	There is a requirement for physical, sensory, psychosocial demands. Refer to the TIA for further information
Reports To	Head of Employee Experience
Authorities	As detailed within the Delegation Register as delegated by the General Manager
Key Direction/s	Welcoming - Embracing our vibrant and diverse community Liveable – Strong and integrated connections between Leading – A successful advocate for our people and places
Reporting Structure	



Position Purpose

The Instructional Designer is responsible for the design, development and delivery of high-quality blended learning solutions for Council's leadership development program.

The role will develop long term practical, engaging and learner-centred leadership content, delivering selected program components, and building internal facilitation capability through train-the-trainer activities. Working in partnership with the Learning and Development team, subject matter experts and facilitators, the role translates leadership frameworks and organisational priorities into applied learning experiences that support behaviour change and leadership effectiveness on the job.

Key Result Areas

Develop Capability in Others – Engage and motivate staff and develop capability and potential in others.

Lead Change – Support, promote and champion change, as well as assist others to engage with change.

Customer Service – Create a customer centric service environment and reward service excellence.

Planning & Prioritise – Plan to achieve priority outcomes and respond flexibly to changing circumstances.

Deliver Results – Achieve results through efficient use of resources and a commitment to quality outcomes.

Manage Self – Show drive and motivation, a measured approach, and a commitment to learning.

Value Diversity – Show respect for diverse backgrounds, experiences, and perspectives.

Key Duties & Responsibilities

1. Lead the end-to-end design, development and delivery of long-term, high-quality blended leadership development solutions, aligned to organisational priorities and leadership capability requirements.
2. Provide expert analysis of leadership development needs and translate complex leadership frameworks, models and concepts into practical, engaging and learner-centred solutions, using sound professional judgement and evidence-based practice.
3. Design and develop leadership program materials including curricula, session plans, facilitator and participant guides, presentations, tools, job aids, assessments and evaluation mechanisms across face-to-face, virtual and self-directed learning formats.
4. Apply advanced adult learning principles and recognised instructional design methodologies to

create scalable learning solutions that drive measurable behaviour change and on-the-job application.

5. Act as a trusted specialist advisor, partnering with subject matter experts, senior leaders and the People, Learning & Culture team to co-design fit-for-purpose learning solutions and influence outcome.
6. Deliver selected leadership development sessions where required to ensure quality, consistency and program effectiveness.
7. Design and deliver train-the-trainer sessions and provide facilitators with guidance, resources and support to ensure consistent, high-quality delivery across cohorts.
8. Evaluate learning effectiveness using data, participant insights and stakeholder feedback, applying innovative and creative approaches to continuously refine and evolve leadership development solutions.
9. Provide specialist advice and thought leadership on contemporary leadership development practices, learning innovation and capability uplift, informing strategic decision-making across Council.
10. Manage multiple deliverables within agreed timeframes, maintaining appropriate documentation and records in line with Council requirements.
11. Manage an allocated leadership development budget, including forecasting, monitoring expenditure and ensuring delivery within approved financial parameters. Identify, recommend and implement cost-effective learning solutions that maximise value, quality and impact.
12. Demonstrate a strong customer focus which is accurate, responsive, timely and courteous.
13. Continuously display Council's corporate core values of Leadership, Innovation, Partnership, Commitment, Customer Focus and Safety.

WHS Responsibility

Implement, monitor and, or comply with Council's WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work instructions and associated systems tools in their relevant work area.

Risk Management Responsibilities

1. To act at all times in a manner which does not place at risk the health and safety of anyone in the workplace.
2. Responsible and accountable for taking practical steps to minimise Council's exposure to risks in so far as is reasonably practicable.
3. Must be aware of operational and business risks. Particularly:
 - understand and adhere to the principles of Risk Management within their job role;
 - assist Managers and Team Leaders in identifying risks and risk treatments in their job role;
 - provide input into various risk management activities;
 - report all emerging risks, issues and incidents to their manager or appropriate officer; and
 - follow Council policies and procedures.

Records and Information Management Responsibilities

All staff must keep full and accurate records in accordance with Section 12(1) of the State Records Act 1998 and maintain legislative compliance.

Records in any format created or received must be captured into Council's business systems approved for record keeping in a timely manner ensuring compliance with Council's Policies, standards, procedures, and business rules.

Essential Criteria

1. Tertiary qualifications in Instructional Design, adult learning or related field and or relevant Industry experience.

2. Demonstrated experience designing blended leadership development programs.
3. Demonstrated experience designing and developing digital or eLearning content using contemporary learning tools or platforms.
4. Proven experience facilitating leadership programs for people leaders at various levels.
5. Strong ability to translate leadership frameworks and theory into practical, applied learning.
6. Excellent written and verbal communication skills.
7. Ability to manage multiple priorities and deliver outcomes within tight timeframes.

Desirable Criteria

1. Demonstrated experience developing train the trainer materials and upskilling internal facilitators.
2. Experience in Local Government.

Prepared By

Head of Employee Experience

Date Prepared

December 2025

I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position.

I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.

Employee Name:

Employee Signature:

Date: