

Job Description:

Digital Instructional Designer (10 month contract)

About the Property Council	The Property Council of Australia is the champion of Australia's largest industry that employs 1.4 million Australians and shapes the future of our cities. Our members include large and small companies which invest, own, manage and develop all forms of property as well as providers of professional services to the industry.
-----------------------------------	--

Position	Digital Instructional Designer
Business Unit & Location	National Division – Eastern Seaboard
Reports to	Director, Property Council Academy
Direct reports	Nil

Position Purpose	<p>The Instructional Designer is responsible for leading the scoping, design and development of all training materials for an Industrial and Supply Chain Industry Diploma for the Property Council Academy as well as the conversion of 6 existing industry specific face to face courses to a digital mode.</p> <p>More specifically, you will:</p> <ul style="list-style-type: none"> • Develop a project scope, plan and learning outcomes. • Collaborate with all relevant stakeholders to ensure project implementation and delivery are sound and achievable. • Ensure programs are delivered on-time, within scope and demonstrate value for money through the effective, efficient, and economical use of company resources. • Ensure program is developed using a hybrid delivery model utilising the Academy's Learning Management System Brightspace. • Have a proven ability to write, edit and repurpose a range of content types.
-------------------------	---

Relationships	
Key Internal Relationships	Director of the Property Council Academy Deputy Director, Property Council Academy Education Designer, Property Council Academy Program Manager and Coordinator, Property Council Academy
Key External Relationships	Property Council members, in particular Industrial Education Committee Members, speakers, and Learning & Development Managers

Key responsibilities and tasks		
Key responsibility area	Key tasks	Measure of success
Project Definition and Scope	<p>With input from the Industrial Education committee, define the project, scope, outputs and develop a detailed project plan to monitor and track progress.</p> <p>Seek input and sign off from Sub-committee on the project plan.</p> <p>Execute the plan to achieve desired outputs.</p>	<ul style="list-style-type: none"> • Project plan signed off and in place. • Key milestones met. • Projects delivered to the satisfaction of committee and attendees.
Content Development Execution	<p>Conduct the analysis, design, development and evaluation of course ware/training materials in consultation with the Industrial Education Committee for the Industrial and Supply Chain Industry Diploma.</p>	<ul style="list-style-type: none"> • Courses are developed on time and within scope.
Drive the Industrial Education Committee	<p>Schedule and manage meetings with the Industrial Education committee including producing meeting agendas, minutes, and comprehensive project documentation.</p> <p>Track project performance against the project plan to analyse the successful completion of short and long-term goals.</p> <p>Regular communication with the committee to ensure key milestones are met and follow up outstanding items when needed.</p>	<ul style="list-style-type: none"> • Industrial Education Committee satisfaction and feedback. • Key milestones are met.
Course Transformation from face-to-face to digital environment	<p>Work with the Academy team to transform identified courses from historical delivery methods to new hybrid model in the LMS:</p> <ul style="list-style-type: none"> • Leasing Fundamentals: Commercial • Leasing Fundamentals: Retail • Property Asset Management Essentials • Retail Property Essentials • Operations and Facilities Management Part 1 • Property Investment and Finance Part 1 	<ul style="list-style-type: none"> • Course content and scripts written from Zoom recordings and transcripts, powerpoint slides and SME consultation. • Courses developed using templates available in the LMS • Courses available via the LMS
People and Culture	<p>Proactively champion and role model a one-company culture and our company values.</p> <p>Promote a high performance and accountability culture.</p>	<ul style="list-style-type: none"> • Consistent demonstration of an energised, collaborative and ownership mindset.

Requirements including essential criteria

Experience and skills	<ul style="list-style-type: none"> • Strong organisational and planning skills. • Ability to manage competing priorities. • High attention to detail. • Ability to work creatively and independently. • Experience collaborating with Subject Matter Experts (SMEs) and stakeholders to scope and plan learning solutions in alignment with business needs. • Strong project management skills. • Excellent client-facing and internal communication skills • Strong written and oral communication skills, with a business focused approach to the development of face-to-face and online learning programs. • Ability to work under pressure in an open-plan office environment
Knowledge	<ul style="list-style-type: none"> • Technical knowledge of our industry – such as the Industrial and Supply Chain Industry
Education	<ul style="list-style-type: none"> • Relevant tertiary education or Certificate IV in Workplace Training and Assessment • Instructional Design experience
Work experience	<ul style="list-style-type: none"> • A minimum of 3 years proven experience in an Instructional Design lead role. • Experience in property would be highly regarded. • Experience with D2L Brightspace or Canvas would be highly regarded.
Essential requirements	Rights to work in Australia and the ability to work out of normal hours and on different days to meet the demands of the role

Property Council of Australia
 Level 1, 11 Barrack Street
 SYDNEY NSW 2000
 P: [9033 1900](tel:90331900)
www.propertycouncil.com.au