



TRINITY HEALTH POSITION DESCRIPTION

Job Code:	T2566	Title:	Learning Experience Design Consultant
Date:	July, 2020	Department:	Organization Effectiveness Operations
FLSA:	Exempt	Reports To:	Manager, Learning Experience Design
Grade:	13	Approved By:	SVP, Organization Effectiveness

POSITION PURPOSE

The Learning Experience Design Consultant works with customers across the organization to define performance gaps and learning needs. Works individually, as part of a team or as the lead of small projects to consult; conduct needs assessments; identify optimal learning solutions; and design and develop learning materials, experiences and evaluation tools. Facilitates meetings and learning and development sessions for a variety of audiences, and assists project teams with implementation plans and evaluation studies. May research and help select learning solutions from vendors.

ESSENTIAL FUNCTIONS

1. Knows, understands, incorporates and demonstrates the Mission, Vision, and Core Values of Trinity Health.
2. Leads small projects and teams to identify learning solutions to design and develop.
3. Conducts research, curates content, and interacts with various levels of staff, management and skilled subject matter experts to secure factual and/or technical information to develop training content and assure alignment with defined business goals and needs.
4. Designs and develops learning plans, learning assessments and assists with implementation and evaluation plans.
5. Creates appropriate learning and development materials and experiences (facilitator and participant manuals, job-aids, visual aids, etc., for web-based, virtual, facilitated classroom, self-paced, and on-the-job experiences), based on sound adult learning principles.
6. Collaborates with facilitators/trainers while designing and creating learning materials and experiences.
7. Adheres to established protocols/standards to assist content experts in the development of sound adult learning experiences.

8. Collects evaluation data. Contributes to the measurement of the success of learning by applying measurement and evaluation methodologies.
9. Assesses and modifies existing learning solutions to meet instructional design standards and guidelines. May be asked to develop technology-based versions of course materials originally designed for other delivery methods.
10. Maintains a working knowledge of the Learning Management System and its essential functions.
11. Collaborates and builds effective relationships with all customers and project team members in order to produce meaningful outcomes. Works effectively as an individual contributor and as part of a team.
12. Facilitates meetings and delivers pilot sessions of facilitated or virtual training.
13. Maintains a working knowledge of applicable Federal, State and local laws and regulations, Trinity Health Corporate Integrity Program, Code of Ethics, as well as other policies and procedures in order to ensure adherence in a manner that reflects honest, ethical and professional behavior.

MINIMUM QUALIFICATIONS

Key skills include research, writing, consulting, basic project management, using basic tools for on-line content development, application of adult learning principles, following a defined instructional design process to the design and implementation of learning material and experiences.

1. Bachelor's degree in Instructional Design or an equivalent combination of education and/or related work experience. Master's degree instructional design, instructional design/technology preferred. Minimum of five years' experience with instructional design, including needs analysis, design/development, delivery and evaluation.
2. Knowledge of current and emerging learning theories, learning trends and technologies.
3. Experience owning end-to-end design process, anticipating interdependencies and coordinating and meeting deliverable timelines.
4. Ability to consult with internal/external customers regarding effective learning solutions.
5. Excellent written and interpersonal communication skills.
6. Ability to develop content using learning technology software and tools.
7. An understanding of Learning Management Systems and other learning platforms.
8. Proven ability to work autonomously and/or in a dynamic team setting.
9. Adheres to established protocols/standards to assist content experts in the development of sound adult learning experiences.

10. Participates in professional organizations and industry forums to stay current with instructional design methodologies and technologies.
11. A personal presence characterized by a sense of honesty, integrity and caring with the ability to inspire and motivate others to promote the philosophy, mission, vision, goals and values of Trinity Health.

PHYSICAL AND MENTAL REQUIREMENTS AND WORKING CONDITIONS

1. Must be able to adapt to frequently changing work priorities and schedules.
1. Must be able to travel to Trinity Health Ministry Organizations [Up to 10% - May vary pending base location and assignments]
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