

*Talent development roles and responsibilities are often impacted by the size, structure, and tasks of an organization's learning function. This sample job description is designed as a starting place for you to then customize to reflect your organization's specific needs.*

## **Instructional Design - People Leader**

### **Job Description Summary**

This position is responsible for leading and developing a team of instructional designers, providing guidance and support to ensure high-quality instructional materials and e-learning modules. The role involves setting team goals, managing performance, overseeing multiple projects and programs, and aligning the team with the organization's learning strategy. The ideal candidate will exhibit strong leadership, coaching, and decision-making skills to drive the success of the instructional design team.

### **Essential Duties and Responsibilities**

- Lead and develop a team of instructional designers, fostering a culture of continuous learning and improvement.
- Provide feedback and coaching to team members to enhance their skills and performance.
- Set clear and achievable team goals aligned with organizational objectives.
- Manage team performance, conducting regular evaluations and addressing performance issues as needed.
- Oversee multiple instructional design projects and programs, ensuring they meet quality standards and deadlines.
- Allocate resources effectively to optimize team productivity and project success.
- Align the instructional design team with the organization's learning strategy and business goals.
- Facilitate collaboration and communication within the team and with other departments.
- Implement best practices in instructional design and learning technologies.
- Ensure compliance with organizational policies and standards.
- Foster a positive and inclusive team environment.
- Resolve conflicts and address issues promptly and effectively.
- Drive innovation and continuous improvement in instructional design processes and outputs.
- Make informed decisions to guide the team and projects to successful outcomes.
- Stay updated on industry trends and advancements in instructional design and learning technologies.
- Represent the instructional design team in meetings and discussions with senior leadership.

## **Skills**

- Strong leadership abilities to inspire and guide the instructional design team.
- Effective coaching and mentoring skills to develop team members' capabilities.
- Proficiency in performance management techniques.
- Expertise in resource allocation to maximize team efficiency.
- Strategic alignment skills to ensure team goals align with organizational objectives.
- Conflict resolution skills to handle team issues professionally.
- Strong decision-making abilities to drive project and team success.
- Excellent communication and collaboration skills.
- Knowledge of instructional design models and e-learning development.
- Familiarity with learning technologies and multimedia development.
- Ability to manage multiple projects and programs simultaneously.
- Strong organizational and time management skills.
- Commitment to continuous learning and professional development.
- Proficiency in project management tools and techniques.
- Ability to work effectively in a fast-paced, dynamic environment.

## **Qualifications to Consider**

- ATD Master Instructional Designer
- Associate Professional in Talent Development (APTD)
- Certified Professional in Talent Development (CPTD)

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