# Job Description

## 1. ROLE DETAILS:

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Course Design Specialist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports to:</td>
<td>Team Lead, Training Analysis and Design</td>
</tr>
<tr>
<td>Department:</td>
<td>Technical Training</td>
</tr>
<tr>
<td>Function:</td>
<td></td>
</tr>
<tr>
<td>Revision No.</td>
<td>0</td>
</tr>
</tbody>
</table>

## 2. ROLE PURPOSE:

From the Job Analysis final report, the Course Designer identifies the required content and strategies for individual units of instruction, and then designs and builds the course structure to include content, assignments and assessments. He can design and develop formal, theoretical, regulatory and technical training for traditional classroom delivery, CBT or e-learning.

The position requires local travel and working from multiple locations, as dictated by the Annual Training Plan and the priorities set by the Training Management Committee.

## 3. ROLE DIMENSIONS:

<table>
<thead>
<tr>
<th>Dimensions:</th>
<th>Role Dimensions: TBD</th>
<th>No. of Staff Supervised: 0</th>
</tr>
</thead>
</table>

## 4. KEY ACCOUNTABILITIES:

<table>
<thead>
<tr>
<th>Description</th>
<th>Key Performance Indicators</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Instructional / Technical Training Design Policies &amp; Procedures</strong></td>
<td><img src="addie.png" alt="Picture" /> <strong>Compliance to policies and procedures.</strong> <img src="addie.png" alt="Picture" /> <strong>Effective communication of policies and procedures.</strong></td>
</tr>
<tr>
<td><img src="addie.png" alt="Picture" /> <strong>Develop policies and procedures pertaining to training program design including development of plan, curriculum, and documentation of technical content and delivery of training.</strong></td>
<td><img src="addie.png" alt="Picture" /> <strong>Number of training courses designed and tailored to latest aircraft maintenance specifications.</strong> <img src="addie.png" alt="Picture" /> <strong>Training materials are developed using the ADDIE model.</strong> <img src="addie.png" alt="Picture" /> <strong>Quality and effectiveness of the course training plans (CTPs) or to the customers’ requirements.</strong> <img src="addie.png" alt="Picture" /> <strong>Courses are delivered on schedule and in-line with department training plans.</strong></td>
</tr>
</tbody>
</table>

**Instructional / Technical Training Planning and Designing**

- Develop instructor-led training curriculum and delivery method (e-learning, classroom training etc.) using the final Job Analysis Report prepared by the Training Analysis Specialists
- Develop training materials in consultation with cross-functional technical Subject Matter Experts (SME’s) for aircraft maintenance in-line with materials using company styles, standards, and development tools.
- Coordinate regularly with internal and external partners to identify latest aircraft specifications, aircraft maintenance standards etc and ensure all training programs material (manuals, visual aids etc) are updated on a regular basis.
- Develop training utilizing the ADDIE (analysis, design, develop, implement and evaluate) model of Instructional Systems Design
- Develop training manuals compliant with quality management system (QMS) procedures.
- Proofread and edit own work and work of others to improve quality, readability, consistency, and effectiveness of documentation.
- Demonstrate familiarity with Instructional Design and Courseware Development principles.

### Instructional/ Technical Training Delivery
- Prepare all training delivery instruments including visual and teaching aids for distribution during courses while working with the Training Instructor.
- Deliver training effectively to AMMROC and UAE Armed Forces personnel.

<table>
<thead>
<tr>
<th>Instructional/ Technical Training Delivery</th>
<th>Training delivery instruments are delivered on time and meet or exceed quality standards.</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Training is delivered effectively.</td>
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</tbody>
</table>

### Continuous Improvement
- Contribute to the identification of opportunities for continuous improvement of instructional and technical training design and delivery processes and practices taking into account ‘international best practice’, improvement of business processes, cost reduction and productivity improvement.
- Desire to continuously learn new features of development tools and software.

<table>
<thead>
<tr>
<th>Continuous Improvement</th>
<th>The ACE system of continuous improvement is applied to all processes and continuous improvement is demonstrated.</th>
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<tbody>
<tr>
<td></td>
<td>A minimum of ACE Bronze is achieved.</td>
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### MIS and Reports
- Prepare and communicate departmental Management Information System (MIS) statements and reports in a timely and accurate manner to meet department requirements, policies, and standards.

<table>
<thead>
<tr>
<th>MIS and Reports</th>
<th>Department MIS statements and reports are prepared timely and accurately and meet department policies and requirements.</th>
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</table>

### Other Tasks
- Technical Training team member.
- Assure accurate, timely documentation.
- Participate in Department Communication Plan.
- Able to sit, stand, walk for 8-12 hours per day.
- Able to lift up to 10 kilos.
- Any other reasonable request or work task as allocated by the Line Manager or other Senior Management.

<table>
<thead>
<tr>
<th>Other Tasks</th>
<th>Task completed as requested.</th>
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</table>

### 5. COMMUNICATIONS & WORKING RELATIONSHIPS:

**Internal:**
- Technical / Operations Department
- Technical Training Team

**External:**
- Training Providers
- External Customers

### 6. KNOWLEDGE, SKILLS & EXPERIENCE:

**Knowledge & Experience:**
- Certification as a Course Designer
- Minimum of 4 – 6 years of training experience preferably in the aerospace/ aviation industry
- Minimum of 3 – 5 years of experience as a Training Designer preferably in the aerospace/ aviation industry
- Relevant experience and/or certification in developing training materials
- Experience as an instructor

**Skills:**
- Strong knowledge of training and development methods
- Strong knowledge in curriculum development
- Strong knowledge of the ADDIE model or similar methodology
- Strong verbal and written communication and presentation skills
- Strong planning, organizing, and integration skills
- High attention to detail
- Ability to prioritize, schedule and meet deadlines
- Excellent time management

**English Language Communication Skills**
- IELTS Band Score of Minimum 5.5
7. APPROVALS:

Signed by: Job Holder


Reviewed by: Line Manager / Level above Manager ( ):  


Manager L3 / L2 Manager Human Resources Manager ( ):  


