



Posting Title: Instructional Design Manager

Location: Trivandrum/Pune, India

Duration: Full Time

KRAs and Roles and Responsibilities

Designation: ID Manager

Summary: Role of an Instructional Design Manager

An Instructional Design Manager would not be a part of the project team. The role and responsibilities would focus more at the functional level. He/she would have to focus on the overall growth of the department in functional areas. Reviewing projects, pilots and prototypes and providing creative design solutions. Training and growing the department, recruiting and getting the best people on board.

Details about some of the tasks required to be done would be as follows:

1	Manage requirements for multiple projects	<ol style="list-style-type: none">1. Check and validate proposals (RFPs) and estimates for large bids and complex projects2. Conduct Pilots/Prototype reviews3. Conduct Needs Analyses4. Prepare Analyses Reports5. Check Requirement Analysis Documents6. Handle Client Communication in project requirements, in case of any issues7. Coordinate with Project Stakeholders, SMEs and cross-functional teams for crucial projects8. Plan/Conduct project related and other training
2	Ensure cost, quality, and schedules across projects	<ol style="list-style-type: none">1. Conduct reviews and audits to ensure quality of ID deliverables like:<ul style="list-style-type: none">• RFPs• Design proposals• Content Outlines• ISMs• Prototype SBs• Developed Prototypes• Storyboards• Guidelines & Checklists2. Perform a final QC of all Integrated Products3. Improvise processes for efficiency4. Ensure schedules and efforts are met as planned5. Conduct team meetings at regular intervals

APTARA

3	Train and Mentor IDs	<ol style="list-style-type: none"> 1. Analyze Defect Tracking reports 2. Plan remedial training 3. Track ID efforts (Quality, Schedule & Effort) 4. Provide constructive feedback to IDs 5. Manage team conflicts and aspirations
4	Conduct Appraisals	<ol style="list-style-type: none"> 1. Objectively evaluate performance 2. Communicate individual strengths and weaknesses 3. Identify individual skill enhancement/development plans 4. Communicate future roles & responsibilities 5. Set clear goals & expectations
5	Ensure process adherence	<ol style="list-style-type: none"> 1. Perform random audits to ensure all documents are maintained as per the ID process 2. Ensure reviews allocated to subordinates are conducted 3. Ensure reviews and errors/defects are logged in the recommended format
6	Create and Participate in Organizational Development Programs	<ol style="list-style-type: none"> 1. Conduct general ID training 2. Train and mentor new team members 3. Provide suggestions to improvise department-wise development plans 4. Share your expertise and experience with the ID team 5. Provide innovative & creative suggestions to enhance the output of the organization 6. Develop ID white papers 7. Develop innovative products that can be put up for industry awards
7	Recruitment	<ol style="list-style-type: none"> 1. Participate in the candidate selection process 2. Interview prospective candidates 3. Convey the role expectations to candidates

EXPERIENCE:

Candidates should have between 8 + years of relevant e-learning experience

EDUCATION:

1) A Graduate in Arts (MA with English)/ Science or any graduate with a flair for writing.

OR

2) A degree in Mass communication/Journalism

OR

3) A degree/diploma/certification in Instructional Design

APTARA