



Position Description Analyst III - ISD Specialist

Position Title Analyst III: Instruction System Design Specialist

Position Description The team member will be responsible for managing all phases of ISD related project management to include initiation, project planning, control/monitor, execution, and closing. This will include leading a team and participating in training design, development and delivery that exceeds customer expectations and meets business objectives and goals. This position requires a mature understanding of and experience with adult learning methods, instructional system design, and training delivery. The successful team member will take projects from concept to delivery by applying their skills and leading others throughout the process.

Essential Responsibilities

- Demonstrating superior, technical instructional system design knowledge, skills and abilities as well as the ability to contribute technical knowledge and skills through consulting and training.
- Applying the ADDIE ISD method for training development.
- Exercising flexibility to work in roles outside area of expertise.
- Lead others by exemplifying core values, motivating team, and fulfilling customer requirements with excellence.
- Managing projects efficiently and effectively, including:
 - Developing/writing technical capabilities for project proposals
 - Contributing to and effectively utilizing work break down structure tools in both project development and execution.
 - Establishing and managing tasks to meet project requirements
 - Developing and adhering to delivery schedules for both project and contributing task management.
 - Managing project labor and ODC costs within budget
 - Integrating practical means to provide clients with a exceptional services
 - Identifying and cultivating opportunities for innovation in each project
- Delivering a superior product that results in exceeding customer expectations and loyalty.
- Actively contributing to and encouraging others to support company goals, objectives and ethical standards.
- Exhibiting leadership in assembling a project team and providing the structure and organization for effective collaboration.
- Demonstrating clear and effective communication skills: communicating tasks, developing and reviewing products, and corresponding with clients.
- Reviewing and approving deliverables for technical accuracy and completeness in accordance with ASG's quality standards.
- Training team members on new projects and their roles; developing technical leaders among team.
- Working under the general supervision of an executive.
- Maintaining currency in relevant job knowledge to ensure that you are able to execute your responsibilities successfully.
- Navigating decision-making based on the core values of the company, maintaining professionalism at all times, and holding others accountable with these core values.
- Plan and complete work in a manner that reflects commitment to and supports achievement of quality, environmental, and occupational health and safety goals.



Alliance Solutions Group Inc.

- Qualifications/Requirements**
- **Education:** Requires a Bachelor's degree in area of specialty. Master's degree desired. Must have or be working towards a professional certification or license.
 - **Experience:** 12+ years of experience in technical field related to environment, health, safety, or emergency management. A minimum of 6 years supervisory experience preferred.
 - **Certification:** Instructor certification highly desired.
 - **Required training:** NIMS, ICS, HSEEP

Additional Eligibility Qualifications

ASG will only employ those who are legally authorized to work, eligible for a DoD security clearance. Any offer of employment is conditioned upon the successful completion of a background investigation and drug screen. Ability to travel frequently to client sites to deliver training and consulting services and work beyond normal business hours when required to complete essential responsibilities.

Physical Demands Must Be Able to

- Travel about 25% on various modes of transportation.
- Lift and carry minimum 25 lbs. frequently
- Able to climb/ squat/ bend/ kneel / twist / turn / reach above shoulder
- Sit and stand for extended periods of time
- Utilize computer keyboard (type) and accessories repetitively and for extended periods
- Stand or walk for periods of eight hours or more
- Work in various climates from extreme cold or heat
- Walk and stand on uneven terrain

Work environment:

Generally works in an office environment or customer supplied facility office environment but frequently may be required to perform job duties outside of the typical office setting, i.e., field conditions.

Other:

Ensures that all tasks are performed in accordance with the company's ISO 9001/14001/45001 compliant Integrated Management System.

The statements included in this position description are intended to reflect in general the duties and responsibilities of this classification and are not intended to be interpreted as all inclusive.