



## Position Description

**Human Edge Consulting** is a boutique consulting firm that helps leaders translate strategy into sustained performance in complex, high-risk environments. We partner with organizations across industries such as chemicals, manufacturing, mining, utilities, and energy to strengthen culture, capability, and execution where reliability and risk control matter most. Our work integrates applied behavioral science, organizational design, and practical operational experience to deliver solutions that are credible with executives, usable by the workforce, and grounded in real work. We engage experienced independent consultants who bring discipline, judgment, and professionalism to client challenges that cannot be solved with theory alone.

At **Human Edge Consulting**, we seek experienced, independent partners who bring sound judgment, credibility with senior leaders, and the ability to operate effectively in complex, high-risk environments. Our partners are practical, disciplined professionals who translate insight into action, work comfortably alongside executives and frontline teams, and take ownership for delivering high-quality outcomes. We value individuals who balance rigor with pragmatism, collaborate well in multi-workstream engagements, and uphold the standards of trust, professionalism, and accountability that our clients expect.

### **Role**

Contract Instructional Designer

(Independent Contractor – 1099)

### **Organization**

Human Edge Consulting

### **Position Type**

Independent Contractor (1099)

This position does not constitute employment.

### **Role Purpose**

The Contract Instructional Designer partners with Human Edge Consulting to design, develop, and refine learning solutions that strengthen capability, consistency, and execution in complex, high-risk organizational environments. Instructional Designers are



## Position Description

engaged for their expertise in adult learning principles, instructional design, and applied learning solutions that translate strategy, standards, and operational requirements into practical, usable learning experiences for leaders, supervisors, and frontline teams.

### **Scope of Services**

- Contract Instructional Designers may be engaged to deliver one or more of the following services, based on client and project needs:
- Design and development of instructional content (e.g., training modules, playbooks, guides, toolkits, job aids)
- Translation of subject-matter expertise into structured, role-based learning assets
- Development of onboarding, role-specific, and capability-based learning resources
- Creation of learning content related to safety, risk, leadership, and compliance
- Design of instructor-led, blended, and self-paced learning solutions
- Review, refinement, and standardization of existing client learning materials
- Support for learning documentation related to operating models, governance, and workforce capability
- The specific scope, deliverables, timelines, and compensation will be defined in a Statement of Work (SOW), Independent Contractor Agreement, or written engagement addendum.

### **Key Responsibilities**

- Collaborate with Human Edge consultants and client subject-matter experts to gather requirements and clarify learning objectives
- Apply adult learning and instructional design principles to create practical, high-quality learning solutions
- Structure content to support clarity, usability, and real-world application
- Develop clear learning objectives, content outlines, and instructional flows
- Incorporate feedback through iterative design cycles aligned with Human Edge quality standards
- Ensure learning materials align with safety, risk, and compliance expectations
- Maintain version control and documentation standards across learning assets
- Protect confidential client and firm information and intellectual property



## Position Description

- Represent Human Edge Consulting with consulting-grade professionalism and attention to quality

### **Required Qualifications**

- Demonstrated experience in instructional design, learning design, or curriculum development
- Strong understanding of adult learning theory and applied instructional design methodologies
- Ability to translate complex or technical information into clear, usable learning content
- Strong written communication and content-structuring skills
- Ability to manage multiple deliverables and timelines independently in a consulting environment

### **Preferred Qualifications (Role-Dependent)**

- Experience designing learning for leaders, supervisors, or frontline operational roles
- Familiarity with safety, risk, compliance, or capability-focused learning content
- Experience developing learning documentation (manuals, playbooks, SOPs, learning journeys)
- Experience working with SMEs in industrial, operational, or high-risk environments
- Proficiency with common instructional design and content tools (e.g., Word, PowerPoint, LMS platforms, eLearning authoring tools)

### **Independent Contractor Status**

Contract Instructional Designers:

- Operate as independent contractors and determine how services are performed
- Provide their own instructional design methods, tools, and professional judgment
- Are responsible for all applicable taxes, insurance, and business expenses
- Are not eligible for employee wages, benefits, or guaranteed hours
- May provide services to other organizations, subject to conflict-of-interest and confidentiality standards



# Position Description

## **Compliance & Confidentiality Requirements**

All Contract Instructional Designers must:

- Comply with Human Edge Consulting confidentiality, data-protection, and intellectual-property requirements
- Adhere to applicable laws, regulations, and client policies
- Execute confidentiality and IP agreements as required
- Maintain professional and ethical standards consistent with consulting engagements

## **Engagement & Scheduling**

- Engagements are project-based and scheduled by mutual agreement
- No minimum hours or guaranteed volume of work
- Work is primarily remote, with periodic coordination or client meetings as required

## **Agreement Acknowledgment**

Engagement in this role is contingent upon execution of an Independent Contractor Agreement, acceptance of applicable Statements of Work, completion of required compliance documentation (including IRS Form W-9), and approval by Human Edge Consulting leadership.