

POSITION DESCRIPTION



Position	Instructional Designer
Unit	Policy, Education & Research Unit
Reporting to	Senior Education & Development Officer
Hours of work	Part-time – 22.5 Hours per week
Salary	SCHADS Award, Level 6
Award conditions	Social, Community, Home Care and Disability Services Industry Award (SCHADS)
Position Statement	This position is responsible for the development and design of online learning modules and supporting materials following an instructional design process within technical, budgetary and time constraints, of the design and implementation of interactive E-learning resources.
Accountabilities & Responsibilities	
Project Coordination	<ul style="list-style-type: none"> • Work in collaboration with the E-learning specialist and Education & Training team to design and work to deliver against project timelines in the delivery of content • Lead project delivery and provide advice and eLearning expertise regarding the design, development and implementation of appropriate eLearning solutions and innovative learning products and services.
Instructional Design	<ul style="list-style-type: none"> • Create high quality suite of e-learning materials to suit online and blended learning methodologies • Provide advice and recommendations to training staff with regard to the integration of e-learning • Identify gaps and develop the necessary training materials by applying tested instructional design theories, practice and methods • Collaborate with the Education & Training team within Carers NSW to develop activities and capture e-learning content to produce meaningful course interactions to increase learning and retention. • Create supporting material/media (audio, video, simulations, role plays etc) • Participate in working groups associated with education and training when required • Develop e-learning and other resources and provide training to support the effective use of materials • Participate in content audits as required • Adhere to correct formatting and consistency of presentation across resources developed • Maintain an awareness of best practice to ensure that Carers NSW can take advantage of developments in the field.
Evaluation	<ul style="list-style-type: none"> • Provide the Senior Education & Development Officer with documentation and feedback regarding Education and Training activities • Collate data as required

	<ul style="list-style-type: none"> • Evaluate the relevance and effectiveness of Carers NSW education and training • Provide regular reports against the KPIs against project requirements
Team work	<ul style="list-style-type: none"> • Attend staff, unit and other meetings as required • Support volunteers who assist in the work of the unit • Assist in cross-unit project activity. • Assist with the general operations of the organisation
Professional development	<ul style="list-style-type: none"> • Attend relevant group seminars and training sessions • Develop individual program for professional development in consultation with Unit Manager, if appropriate to specific project objectives
Quality Improvement	<ul style="list-style-type: none"> • Demonstrates ongoing commitment to the Vision, Mission, Values, Strategic Plan, and Business Plan • Understanding and commitment to continuous improvement processes • Understanding of and compliance with Carers NSW Policies and Procedures • Undertakes quality improvements to ensure policies and processes are best practice for quality outcomes to be achieved • Compliance with all other legislative requirements
Diversity & Inclusion	<ul style="list-style-type: none"> • Has the capacity and understanding to work with and support diverse populations • Recognises the rights of others and respects difference in all its forms • Is committed to social justice and social inclusion • Values diversity as a strength and positively utilises diversity
Work Health and Safety	<ul style="list-style-type: none"> • Understanding and compliance with all relevant WHS legislation • Take reasonable care to protect your health and safety and the health and safety of others. • Report all safety hazards, incidents, near misses and injuries • Maintain a clean and orderly work area • Actively participate in safety improvement activities
Selection Criteria	
Essential qualities	<ul style="list-style-type: none"> • Formal training in instructional design and/or adult learning or equivalent • Demonstrated experience in the use of Learning Management Systems to develop educational material and knowledge and application of adult learning principles (e.g. Blackboard, Moodle) • Demonstrated experience designing highly interactive, multimedia instructional content • Able to integrate adult learning theory and instructional design methodology into an appropriate mix of delivery media and methods • Demonstrated ability to manage multiple projects and meet competing deadlines • Demonstrated Visual design skills (Dreamweaver, Photoshop, Illustrator) and ability to storyboard • Experience in identifying training needs and analysing gaps • High level written, oral communication and computer skills • Ability to work unsupervised and within a team environment
Desirable Qualities	<ul style="list-style-type: none"> • Relevant qualification minimum Certificate IV in Assessment and Workplace Training

	<ul style="list-style-type: none">• Demonstrated experience and sound knowledge of the principles of adult education and group work• Understanding of and commitment to carer issues and needs• Understanding of the community care sector and health systems• Understanding of issues relating to disability, aged care and /or mental illness
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I have read and understand the requirements of this role as described in this document

Employee Signature

Date