

POSITION DESCRIPTION

Position Title:	Instructional Designer
Grading:	Manager 2H
Status:	0.6 FTE
Location:	Ashfield
Responsible to:	Manager Education
Responsible for:	Nil

Family Planning NSW Ashfield will be relocating to Newington at the end of December 2021.

Our Organisation

Family Planning NSW is the leading provider of reproductive and sexual health services in NSW. As an independent not-for-profit organisation we offer expert clinical care, information and advice for everybody in every family as well as education and training and evidence-based research to support doctors, nurses and other professionals.

Position Overview

The Instructional Designer collaborates with Family Planning NSW educators to produce a high quality learning management system (LMS). The position also contributes to the continuous quality improvement process, as a key member of the educational team.

Working in a multi-disciplinary team, means a great variety of content and engagement with a broad range of professionals. This includes educational experts from medicine, nursing, disability and school teaching sectors.

The Instructional Designer uses their adult education teaching and learning background to guide best practice in the development and use of the educational resources for courses and projects.

Additionally, the Instructional Designer will develop the look and feel of Moodle, manage its administration and provide a dynamic lens to our educational approach.

Selection Criteria

Essential

- A tertiary qualification in Instructional Design, with a minimum of two (2) years' industry experience
- Minimum of two (2) years' experience in the design, development and delivery of e-learning courses and resources for delivery online via LMS, virtual classrooms and webinar, webcasts
- Minimum of two (2) years' experience in Moodle system management or similar LMS (Blackboard, Canvas, D2L, H5P or similar)
- Capacity to collaborate with subject matter experts in the planning, development and implementation of educational resources for specific courses and projects
- Demonstrated communication skills, including the ability to support educators in the use of e-learning tools and platforms

Desirable

- Experience in the development of curriculum at a tertiary level, in adult learning contexts

Other requirements

- A Criminal Record Check and/or Working With Children Check is/are required prior to commencement in this role

Key Responsibilities

Course Design

- Develop and design engaging, educationally sound e-learning courses
- Maintain user guide for Moodle
- Proof read existing course documents and review course administrative areas for suitability, including maintaining a consistent look and feel across courses

Course Facilitation

- Overall management of Moodle processes and procedures
- Manage online courses and user accounts
- Proactively prepare Moodle courses in anticipation of upcoming programs in collaboration with subject matter experts

Capacity Building

- Maintain collaborative working relationships and external contractors to manage the integration of Moodle and other software in blended learning courses
- Support colleagues, external partners and learners in the effective use of e-learning strategies and tools

Project Management

- Contribute to education projects, including working within timeframe, budget constraints and reporting on progress

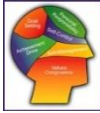



Quality Improvement

- Contribute to Family Planning NSW educational continuous quality improvement processes
- Participate in the evaluation processes according to organisational policy and project brief

Work health and safety

- All employees are responsible to ensure they work in a manner which minimises the risk of injury to themselves, other workers, clients and visitors
- Managers are responsible for ensuring that safe work practices are in place and all employees abide by safety instructions
- Any potential risk should be reported to the employee's manager immediately for investigation and remedy
- Any breaches of safety procedures must be reported through the incident management procedures and any employee found breaching safety requirements will be subject to disciplinary action which may include termination of employment

Family Planning NSW Capability Framework

Capability Group	Capability Name	Level Descriptor
Personal Attributes 	Display Resilience and Courage Be open and honest, prepared to express your views, and willing to accept and commit to change	Adept
	Act with Integrity Be ethical and professional, and adhere to the Family Planning NSW values	Adept
	Manage Self Show drive and motivation, a measured approach and a commitment to learning	Advanced
	Value Diversity Show respect for diverse backgrounds, experiences and perspectives	Adept
Relationships 	Communicate Effectively Communicate clearly, actively listen to others and respond with respect	Advanced
	Commit to Customer Service Provide customer centric services in line with organisational objectives	Adept
	Work Collaboratively Collaborate with others and value their contribution	Advanced
	Influence and Negotiate Gain consensus and commitment from others and resolve issues and conflicts	Advanced
Results 	Deliver Results Achieve results through efficient use of resources and a commitment to quality outcomes	Adept
	Plan and Prioritise Plan to achieve priority outcomes and respond flexibly to changing circumstances	Adept
	Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions	Adept
	Demonstrate Accountability Be responsible for own actions, adhere to legislation and policy and be proactive to address risk	Adept
Business Enablers 	Finance Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
	Technology Understand and use available technologies to maximise efficiencies and effectiveness	Advanced
	Procurement and Contract Management Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate
	Project Management Understand and apply effective planning, coordination and control methods	Adept

Verification

This section verifies that the position holder and supervisor have read the above position description and are satisfied that it accurately describes the position.

Position holder:

Name:

Signature:

Date:

Supervisor:

Name:

Signature:

Date:
