

Position Title	Instructional Designer
Department	Education
Reports To	Team Leader, Interpreting Qualifications
Location	Brisbane, Sydney or Flexible Location

Position Purpose

The Instructional Designer is a member of the RTO and the broader Education team and works collaboratively with subject matter experts from other services to ensure the quality of the material developed enabling a smooth and compliant training and assessment delivery.

The Instructional Designer reports to and works under the direction of the Team Leader, Interpreting Qualifications and will achieve high-level outcomes in the following Key Results Areas:

Position – Key Result Areas

Has direct responsibility over	[1]	Recommends, advises, interprets	[2]
Shares responsibility with others	[3]	Provides information	[4]

Accountability [1-4]

Program Development

[1]

In consultation with and at the direction of the Team Leader, Interpreting Qualifications, work closely with Coordinator, Online Learning to:

- Identify and plan for the resources needs across the courses and work to ensure the development of these meet course requirements for the Interpreting qualifications and other qualifications (as required).
- Design clear training and learning content, interactive elements and deliverables for a suite of units of competency (trainer guides, learner guides, training activities, assessment tasks, marking guides, storyboard for e-learning modules and other materials) that are in line with Training Package requirements, brand identity, compliance standards and copyright regulations for the Interpreting qualifications and other qualifications (as required).
- Review existing products and make the necessary improvements to ensure consistency with the existing material and the delivery model for the Interpreting qualifications and other qualifications (as required).
- Ensure training and learning resources are fit for purposes, suitable for the student cohort, flexible and agile and can be utilised according to the delivery strategy for the Interpreting qualifications and other qualifications (as required).
- Plan the program development project to ensure delivery within agreed timeframes for the Interpreting qualifications and other qualifications (as required).
- Support the continuous improvement of learning design services to provide a highly effective and efficient service for the Interpreting qualifications and other qualifications (as required).

Consultation

[1]

- Engage with key stakeholders and subject matter experts to ensure the training meets the organisation's needs and guarantee the accuracy of the training content.
- Participate in industry engagement activities as required.
- Collaborate with immediate and broader team, as well as other services to better understand the nature of the cohort. Develop and recommend general office procedures and systems to support the activities of the role.

Compliance

[1]

- Ensure the development of learning and training materials is effective, consistent and complies with the relevant quality, Standards for RTOs 2015, RTO guidelines and technical and educational principles.
- Ensure the development of assessment material complies with the Principles of Assessment and Rules of Evidence.
- Ensure adherence to copyright requirements and the delivery of original content.
- Complete and document an extensive mapping of own production and of products reviewed against the relevant training package requirements.
- Contribute to the validation of assessments and audit processes.

General

[2]

- Provide reports to the Team Leader, Interpreting Qualifications on progress and activity as required, ensuring information is meaningful & usable.
- Understand and work within the relevant parts of the Deaf Connect quality management system

Other duties as required

Decision Making

Decisions	Recommendations
Time Management and work priorities	Policy and Service Directions and Priorities
Material Content	

Primary Relationships

Internally	Purpose
Team Leader, Interpreting Qualifications	Coordination, supervision, support, advice
Coordinator, Online Learning	Collaboration, liaison, support advice
Relevant Team Leader	Collaboration, liaison, support, advice
All Education staff,	Shared strategic direction, collaboration and optimization of resources

External	Purpose
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All visitors and stakeholders	Information, Direction and Liaison
Members of the Deaf community, subject matter experts and relevant community and professional bodies	Industry consultation, subject matter knowledge and support

Persons or functions that report to the position holder:

- N/A

Knowledge and Skills - Critical Skills

Requirement for Skills / Knowledge in this position

N = None	L = Little Need	D = Desirable
M = Moderate	I = Important	C = Critical

	N	L	D	M	I	C
Innovating						*
Planning						*
Organising						*
Financial Management		*				
Customer/Client Orientation						*
Administration				*		
Auslan						*
Vision						*
Data Gathering					*	
Problem Solving						*
Deciding					*	
Implementing						*
Communicating						*
Lobbying		*				
Negotiating					*	
Consulting						*
Participating					*	

Selection Criteria

Essential

- TAE40116 – Certificate IV in Training and Assessment, Diploma or higher-level qualification in adult education
- Minimum 3 years' experience in instructional design with previous exposure to RTOs and AQF framework.
- Excellent writing skills with demonstrated experience writing VET materials linked to specific units of competency and qualification.
- Experience working across a variety of delivery platforms, including eLearning interface (Moodle preferably)
- Thorough understanding of VET quality framework and ASQA Standards
- Microsoft Office suite
- Creativity and ability to design engaging content.
- Exceptional communication and collaboration skills
- High attention to detail
- Reliable time management skills and ability to complete projects within tight timeframes.
- Ability to work well under little supervision.
- Auslan Skills

Desirable

- Qualifications in Auslan and interpreting or relevant experience
- Demonstrated capacity to work within a team-oriented environment.

Salary

Salary will be based on qualifications and level of experience. Salary packaging will also be available.

Please sign below your agreement of the above position description.

Name _____ Signature _____

Date _____