

Position Title	Coordinator, Online Learning
Department	Education
Reports To	Team Leader, Auslan Qualifications
Location	Any Deaf Connect office location

Position Purpose

As a member of the Auslan and Interpreting Qualifications team, the Coordinator – Online Learning will design, develop and evaluate online resources and learning materials in line with Training Package requirements and the Standards for RTOs (2015) to ensure that Registered Training Organisation provides high quality materials for courses to achieve quality outcomes across the scope of qualifications. At times this could also include resource development for non- accredited classes as well. At the direction of the Team Leader, Auslan Qualifications this role will be responsible for developing and maintaining the Learning Management System (Moodle) and other online platforms (GoReact), developing online learning materials and working with the Team Leaders and Instructional Designers to ensure the delivery of quality courses.

Position – Key Result Areas

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

Accountability

[1-4]

Resource Development

[1]

In consultation with and at the direction of the Team Leader, Auslan Qualifications, work closely with the other Team Leaders and Instructional Designers to:

- Identify and implement solutions to address resource needs across the courses to ensure the development of these meet course requirements
- Design and develop online learning materials for use in the qualifications in consultation with Team Leaders, Coordinators and Instructional Designers
- Create timely and effective online courses using content provided by Instructional Designers and in line with Training Package requirements and Standards for RTOs (2015)
- Assess the effectiveness of online course materials that are produced and contribute to continuous improvement through the provision of innovative solutions and clever uses of technology to increase the student learning experience
- Provide training to staff in how to use the Learning Management System and create useful information guides/videos to support staff and students.
- Develop and maintain the Learning Management System (Moodle), including the development of online courses utilising multimedia course authoring software (eg. Articulate, Rise)
- Manage the production of video content including establishing and ensuring quality control measures, accurately cataloguing and organising storage repositories including YouTube, Vimeo and all server storage
- Evaluate at regular intervals, learning platforms and make recommendations on changes/innovations
- Engage with Instructional Designers to ensure the accuracy and relevance of learning materials
- Ensure all content meets brand identity, compliance standards and copyright regulations

Growth and Development Activities

[1]

Work at the direction of and in consultation with the Team Leader, Auslan Qualifications to:

- Design bespoke resources to meet target groups as required
- Research innovative ways of using technologies to develop new and engaging resources and delivery methods
- Review student responses to the Customer Satisfaction tools and make adjustments to online materials as necessary
- Implement actions from the continuous improvement register
- Contribute to audit processes
- Stay across developments with technologies and best practices with online learning and make recommendations to the Team Leaders about opportunities for program innovation
- Explore system integration opportunities to enhance both efficiencies and the learner experience

Compliance

[1]

Be accountable for all documents, reports, records and associated aspects being maintained in alignment with:

- ASQA RTO standards
- ISO 9001: Quality Management Systems
- State based funding contracts
- Internal Audits

Other duties as Required

Decision Making

Decisions	Recommendations
Time Management and work priorities	Policy and Service Directions and Priorities
Working within service's business plan	
Development of online resources for approval	

Primary Relationships

Internally	Purpose
Team Leader, Auslan Qualifications	Coordination, supervision, support
Team Leader, Interpreting Qualifications, Team Leader, Foundation Skills, Team Leader, Auslan Qualification Trainers, Coordinator Auslan Qualifications, Instructional Designers	Shared course development direction, collaboration and optimisation of resources, content matter advice
Manager, Auslan and Interpreting Qualifications	Collaboration, liaison, support and advice
Team Leader, Student Services, Team Leader, Quality & Compliance	Collaboration, liaison, support, advice
All Education staff,	Shared strategic direction, collaboration and optimisation of resources

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

bodies	
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Persons or functions that report to the position holder:

NA

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			*			
Evaluation					*	
Problem Solving					*	
Deciding					*	
Implementing						*
Communicating						*
Lobbying		*				
Negotiating					*	
Consulting						*
Participating					*	

Selection Criteria

Essential

- TAE50216 Diploma of Training Design and Development or TAE40116 Certificate IV Training and Assessment
- Experience working in an educational design environment (Vocational or Higher Education).
- Skills using instructional design tools including utilisation of collaborative learning tools, audio and video production and webinars in a course setup and modification context.
- Proven experience using Learning Management Systems (Moodle 3.1.3 strongly preferred and aXcelerate)
- Ability to work autonomously
- Demonstrated capacity to work within a team-oriented environment.
- Excellent organisational and time management skills
- Positive and flexible attitude
- Proven problem-solving abilities.



Serving our community.
Sharing our culture.

- Understanding of Windows operating systems, file structures, file formats, and protocols.

- Knowledge of the Deaf community, language and culture

Desirable

- Proficiency in Auslan
- Experience in the VET sector and the National Standards for Registered Training Organisations (2015).

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 _____