



## Job Description E-Learning Leader Level 5

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<b>Position Number:</b>	30000339	<b>FTE:</b>	1.0
<b>Division/Branch:</b>	Training Services Pilbara	<b>Agreement/Award:</b>	Public Service and Government Officers General Agreement 2014 or as replaced
<b>Section:</b>	Training Services Pilbara		GOSAC Award 1989
<b>Location:</b>	Karratha		West Pilbara College of TAFE Agency Specific Agreement 2003

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### Reporting Relationships

Director of Training Level 8

*Other officers reporting to the above office:*

Training Manager East Pilbara Level 7

Training Manager West Pilbara Level 7

Manager Business and Community Development Level 6

Administrative Assistant Level 2

*This Office – officers under direct responsibility*

Nil

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### Key Role Statement

This position is responsible for researching, promoting, stimulating and implementing the practical application of digital technologies with a focus on technology to support training and assessment. In addition this position is required to actively contribute towards a culture of embracing, utilising and seeking out digital technologies to underpin professional practice in all areas of training that enhances the student experience.

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### Key Responsibilities

1. Promotes and facilitates the use of a range of web-based and cloud-based technologies to underpin pedagogical practice.
  2. Supports the development of the structure, format, design and instructional elements for digital learning resources and engagement tools.
  3. Develops and contributes to policies, standards, templates and guidelines for flexible learning using digital technology.
  4. Develops a NRTAFE E-learning Plan in collaboration with stakeholders and presents the Plan to the Training Management Group.
  5. Employs professional development strategies, activities and resources to promote skills development associated with digital technologies and flexible learning.
  6. Supports the College's professional development program in relation to the implementation of digital technologies and delivers workshop to introduce staff to new and existing digital technologies.
  7. Collaborates with a broad range of internal stakeholders to develop the College's digital capabilities.
  8. Provides advice to Training Managers on the application of new existing digital technologies.
  9. Researches and provides expert advice on the application of digital technologies to support the College's operations.
  10. Designs and manages approved discrete projects in relations to the implementation of digital technologies to improve training effectiveness and efficiency.
  11. Develops and maintains knowledge of current, new and evolving strategies, processes and technologies associated with learning through appropriate research, training, industry links and professional memberships.
  12. Other duties as directed within scope and competence.
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## Selection Criteria

### Essential

Able to demonstrate:

1. Highly developed skills in the use and application of digital technology and multimedia applications
2. Highly developed skills in learning design principles, technical standards, and the ability to support the development of online courses
3. High level interpersonal skills, including facilitation and presentation in order to communicate with influence
4. Highly developed conceptual and analytical skills in order to achieve results
5. Knowledge of the vocational education and training sector including working knowledge of the *Standards for Registered Training Organisations 2015*

## Appointment Factors

<b>Location</b>	North Regional TAFE Campus
<b>Accommodation</b>	As per North Regional TAFE Policy subject to eligibility and availability.
<b>Allowances</b>	As per Award.
<b>Travel</b>	Travel to and work at other campuses or sites will be required as the need arises.

## Special Conditions

### National Police History Check:

All new staff being appointed to North Regional TAFE are required to provide a National Police History Check prior to commencing duty. All applications must be directed to the "Screening Unit" at the Department of Education and Training

### Working With Children Check (WWC):

All new staff appointed to North Regional TAFE in "child-related work" are required to provide a WWC Check prior to commencing duty. If you receive a Negative Notice or an Interim Negative Notice you will be deemed to have repudiated your contract and your employment will cease.

### Current WA 'C' Class Driver's Licence

All new staff being appointed to North Regional TAFE are required to have a current WA 'C' Class Licence as staff will be required to travel between campuses, from time to time. For staff appointed from outside Western Australia, you must apply for a WA driver's licence within three (3) months of becoming a resident of WA.

## Prescribed Legislation and Regulation

As an employee of the Western Australian public sector you have specific obligations to the community of Western Australia and your colleagues. In addition to the prescribed industrial agreement, your employment is governed by the following:

Public Sector Management Act (1994) and Regulations

Vocational Education and Training Act (1996)

Public Sector Code of Ethics

North Regional TAFE's Code of Conduct

Equal Opportunity Act (1984)

Occupational Safety and Health Act (1984)

Internet Terms and Conditions of Use

Employee Software and Compliance Statement

North Regional TAFE policies and procedures

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**CERTIFICATION**

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

Business Unit Manager		Managing Director	
Name:		Name:	
Signature:		Signature:	
Date:		Date:	