**Job Description Form**

**Senior eLearning and Organisational Development Consultant**

**Position Details**

**Position Number:**  009181

**Classification:**  Level 6

**Award / Agreement:**  PSA 1992 / PSGOCSAGA 2017

**Organisational Unit:** Corporate Operations / People and Facilities / Learning and Development

**Location:** East Perth

**Effective Date:**

**Reporting Relationships**

**This position reports to:**

Manager, Learning Systems, Level 7

**Positions Under Direct Supervision:**

* eLearning and Development Consultant, Level 5 x 2
* eLearning and Development Technology Officer, Level 3 x 1

**About the Department**

The Department of Communities’ mandate is fundamentally about providing pathways to individual, family and community wellbeing. The Department’s direction centres on building safe, strong, secure and inclusive communities that empower individuals and families across Western Australia to lead fulfilling lives.

The Department’s functions and services include disability services, child protection and family support, social and affordable housing, community initiatives and remote regional services reform.

The Department provides the opportunity to implement client centred services within a single outcome based framework across community services in Western Australia. This framework also provides for a specific focus on delivering integrated, place based services, recognising that community and individual needs vary significantly between metropolitan and regional communities.

The Department promotes diversity and embraces a high standard of equal opportunity, health and safety, and ethical practice. All employees are required to comply with relevant safety procedures/guidelines and equal opportunity principles at all times.

**Role Statement**

The Senior eLearning and Organisational Development Consultant provides a valued service in the context of Instructional Design and blended learning. They are responsible for:

* Leading the analysis of learning and organisational development needs.
* Providing leadership, advice and coordination on matters relating to blended learning development strategy including eLearning and competency based training and assessment.
* Leading the eLearning team to design, develop and support high quality digital interactive content for learning programs.
* Project managing the design, development, delivery and evaluation of complex and/or high-level eLearning programs and initiatives.
* Promoting the integration of models of practice, legislation, Department policy, directions, guidelines and professional knowledge in to blended learning design and assessment strategy.
* Maintaining best practice blended learning and eLearning development strategies within the Department and other sectors.
* Fostering collaboration with stakeholders to build relationships and achieve desired outcomes.

**Duties and Responsibilities**

**1. Designs learning strategy and facilitates the development, implementation, support and evaluation of eLearning material.**

1.1 Provides advice to staff regarding the utilisation of best practice instructional design and eLearning development strategy.

1.2 Initiates, participates in and manages projects relating to a broad range of blended learning and eLearning development initiatives within the directorate, Department and the sector.

1.3 Conducts business analysis in collaboration with other Learning and Development staff to produce learning outcomes, performance criteria and assessment methodology.

1.4 Designs, develops and evaluates eLearning programs and assessment strategies that are culturally appropriate and accessible.

1.5  Leads the design, development, implementation, support and evaluation of high quality digital content for online courses and blended learning programs.

1.6 Coordinates reviews of blended learning and eLearning programs to maintain currency with models of practice, legislation, Departmental policies, directions, guidelines and professional knowledge.

1.7 Coordinates third tier end user support in relation to digital content contained in the Department learning management systems.

**2. Leadership and staff development**

2.1 Promotes instructional design to encourage a high performance environment aligned to team, directorate and organisational goals.

2.2 Promotes and supports a team culture where high levels of innovation, creativity and collaboration flourish.

2.3 Coordinates the development, monitoring and evaluation of blended learning and eLearning initiatives to ensure quality outcomes.

2.4 Supports and contributes to blended learning and eLearning development strategy and cross functional projects as required.

2.5 Promotes the adoption of best practice learning development and assessment strategies in partnership with others.

**3. Learning development planning, quality and standards**

3.1 Identifies learning development needs across the Department and sector and assists in meeting these needs.

3.2 Evaluates and oversees the development, maintenance and quality improvement of eLearning and assessment materials in line with industry standards.

3.3 Contributes to policy and practice development across the Department and the sector.

3.4 Represents Department at relevant internal and external forums.

3.5 Undertakes appropriate administration and reporting in relation to learning and assessment initiatives.

3.6 Reports as required on activity levels, outcome and resource use in relation to learning development programs.

**4. Affirming diversity**

4.1 Promotes the provision of appropriate blended learning and eLearning development strategies that affirm and demonstrate the Department’s commitment to diversity and delivery of culturally appropriate programs.

4.2 Ensures the delivery of high quality accessible learning and development initiatives to reflect the needs of all learners, including Indigenous and Culturally and Linguistically Diverse people.

**5. Trends and relationships**

5.1 Maintains knowledge and skills in contemporary instructional design, eLearning development and assessment trends, issues and methodologies.

5.2 Maintains learning and development networks to assist with the implementation of effective learning development and assessment strategies.

5.3 Forms and maintains partnerships and brokers the design and delivery of blended learning and eLearning development and assessment initiatives.

**6. Other**

6.1 Performs other duties as required.

6.2 Participates in emergency management and response duties as required**.**

**Essential Work-Related Requirements (Selection Criteria)**

1. Demonstrated knowledge of and current experience in a range of contemporary instructional design, blended learning development and assessment strategies.
2. Demonstrated excellent verbal and written communication, interpersonal and negotiation skills with the ability to build effective working relationships.
3. Demonstrated experience in leading and managing a high performing team.
4. Demonstrated organisational and project management skills, including the ability to plan, document, coordinate, monitor and evaluate activities and projects.
5. Demonstrated experience developing eLearning material utilising adult learning principles.

**Desirable Work-Related Requirements (Selection Criteria)**

1. Certificate IV in Training and Assessment.
2. Experience developing learning materials using Articulate 360.

**Essential Eligibility Requirements / Special Appointment Requirements**

1. Appointment is subject to a satisfactory National Police Clearance.
2. Flexibility to undertake travel and to stay overnight or for short periods.