



CURRICULUM DEVELOPER

Position Number: Generic Level: 6

ANZSCO: 249111

JOB DESCRIPTION FORM

THE ROLE

Applies vocational training system expertise to develop and improve training products; assists others to develop and improve training products. The development of training products is conducted in accordance with Department of Fire and Emergency Services (DFES) training product design and development quality principles and, where appropriate, aligned to the Public Safety (PUA) Training Package and compliant with State and National vocational training regulatory requirements.

REPORTING RELATIONSHIPS

ORG STRUCTURE:

**Strategy and Emergency Management
Learning and Development
Operational Training Support**

THIS ROLE REPORTS TO

Various

POSITIONS THAT REPORT TO THIS ROLE

Nil

POSITION INFORMATION

LOCATION:

Forrestfield

SPECIAL CONDITIONS:

The Department is an emergency services organisation and all employees may be required to work business hours or outside of normal business hours to assist with emergencies.

SPECIFIC RESPONSIBILITIES

DFES is committed to the principles of Equal Employment Opportunity (EEO) and diversity in the workplace and the provision of a safe environment for its employees, customers and volunteers. All duties are to be performed in a manner and behaviour consistent with EEO legislation and Occupational Safety and Health legislation along with the Department's Code of Conduct and Policies/Procedures and other relevant legislation.

- Evaluate and review existing training products and manage change process within identified procedures and compliance requirements.
- Research, gather and collate background materials from both internal and external sources to develop training resources.
- Collaborate with subject matter experts and project staff to obtain subject information and plan appropriate learning strategies, formats, and presentation standards for e-learning, blended learning and/or face to face delivery in line with instructional design principles.
- Liaise with a range of stakeholders to ensure achievable project outcomes are effectively defined.
- Develop, evaluate, validate and review competency-based training and assessment resources that comply with DFES Policies, Procedures and the Standards for Registered Training Organisations which can be applied to a range of flexible delivery modes.
- Produce e-learning materials using a range of multimedia software.
- Plan curriculum, publication layout and sequence of topics to enhance training experience, learning engagement and variety in delivery.
- Liaise with product development project specialists in the area of visual, audio and online resources in order to plan and develop effective learning, teaching and assessment resources compatible with DFES delivery and publishing protocols.
- Ensure copyright requirements are met for all externally sourced material embedded in DFES training resources.
- Manage time and resources to ensure schedules are met for the delivery of training resources.
- Contribute to, and work within an environment of continuous improvement relating to both process frameworks, training product development and audits.
- Contributes to the design and development of competency frameworks.

Other

- Play a key leadership role in promoting, creating and maintaining a healthy and safe work environment, including psychological wellbeing.
- Applying DFES health and safety policy and procedures and the risk management framework; including consultation and participation with personnel to resolve safety issues.
- Undertake other duties as required.

EXPECTED LEADERSHIP BEHAVIOURS

Leadership Expectations are critical to the success of DFES and provide a clear understanding of the expected behaviours for all public sector employees. This position aligns to the context of **Personal Leadership**, and it is essential that you demonstrate the required behaviours below to undertake this role:

Behaviour	Descriptor
Lead collectively	Seek and build key relationships, work together and focus on the greater good.
Think through complexity	Think critically, work with ambiguity and uncertainty, assess solutions and impacts, and take calculated risks.
Dynamically sense the environment	Be in tune with the political, social and environmental trends that impact the work; understand and recognise the needs of others and leverage relationships for desired outcomes.
Deliver on high leverage areas	Identify priorities, pursue objectives with tenacity and display resilience in the face of challenges.
Build capability	Proactively develop others; share learning to promote efficiency and effectiveness; and champion diversity and inclusion.
Embody the spirit of public service	Display empathy, compassion, humility and integrity, and a genuine passion for the work; demonstrate a responsibility to Western Australians; and work in the interests of the public good.
Lead adaptively	Continuously seek to understand personal strengths and areas for improvement, be adaptive to change and adjust leadership style in different contexts.

SELECTION CRITERIA

Applicants should demonstrate their capacity to meet the following criteria which should be read in conjunction with the specific responsibilities of this role.

ESSENTIAL CRITERIA

1. Certificate IV in Training and Assessment or higher-level qualification in adult learning.
2. Extensive experience in developing effective Vocational Education and Training (VET) learning and assessment materials based on National Training Packages that comply with the Standards for Registered Training Organisations (RTOs) 2015.
3. Demonstrated highly developed conceptual, analytical and research skills with a proven ability to provide innovative thinking in developing training and assessment resource materials and provide strategic solutions to complex issues.
4. Excellent interpersonal, negotiation and communication skills, including the ability to liaise with clients, subject matter experts and stakeholders at all levels.
5. Substantial organisational skills with a proven ability to plan, coordinate and deliver projects in a VET setting within agreed timelines.
6. Experience and capacity to review and develop materials in a contemporary ICT enabled environment.

DESIRABLE CRITERIA

1. Diploma of Training Design and Development.
2. Consultancy, planning and project management skills.
3. Extensive experience with a range of tools for developing multimedia learning content.

CERTIFICATION

Version	Description	Approval Date	Registered Date	Registered by
Vs 1.0	Created and classified	24 June 2019	24 June 2019	Megan Crossley
Vs 2.0	Reporting Line Changes	11 October 2021	11 October 2021	Andrea Dawson
Vs 3.0	Minor Changes to Essential Criteria	28 October 2021	28 October 2021	Lisa McNicholas
Vs 4.0	JDF template update only	5 October 2023	5 October 2023	Andrea Dawson
Vs 5.0	Leadership Behaviours	14 August 2025	14 August 2025	Jeneen Zoutman