

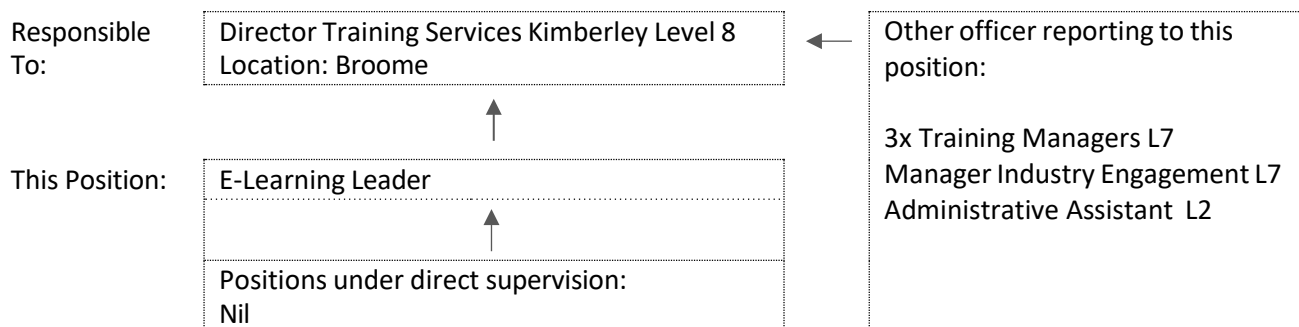


## E-LEARNING LEADER

### Position Details

Position Number: 30000339  
Classification: Level 5  
Award/Agreement: Public Service and Government Officers CSA General Agreement 2019  
Directorate: Training Services Kimberley  
Location: Karratha / Broome /Pundulmurra

### Reporting Relationships



### Our Purpose

North Regional TAFE (NR TAFE) is the leading regional provider of vocational education and training in Northwest Australia. Our purpose is to build the skills and capacity of the workforce for a sustainable economy and enable resilient communities.

All employees at NR TAFE contribute to the vital role of providing vocational education in rural and regional WA, and job training pathways including to the most vulnerable in the community.

### Our Values

The minimum standards reflecting in the NR TAFE Code of Conduct, Values and the Public Sector Commission Code of Ethics are required to be demonstrated by all employees in their day to day activities.

NR TAFE is committed to an inclusive, high performance culture that places the needs of the students and the public at the centre of all that we do.





## Position Overview

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

## Position Responsibilities

Promotes and facilitates the use of a range of web-based and cloud-based technologies to underpin pedagogical practice.

Supports the development of the structure, format, design and instructional elements for digital learning resources and engagement tools to enhance the student learning experience.

Supervises and is accountable for the activity of the eLearning helpdesk, and ensures consistent high level technical support is provided to College staff, including anticipation, mitigating, identifying, troubleshooting and resolving application problems as well as scheduling and overseeing the maintenance of the College learning management, and liaising with training areas to ensure continuity of service.

Develops, contributes to and maintains policies, procedures, standards, templates and guidelines for Training and assessment, the management of end user accounts, permissions, access rights and storage allocations in accordance with best practices regarding privacy, security and regulatory compliance related to digital technology.

Develops, implements, oversees, and reports on the NR TAFE E-learning Plan in collaboration with stakeholders.

Plans, facilitates and coordinates professional development strategies, activities and resources to promote skills development associated with a range of digital technologies.

Researches and provides expert advice to the Training Services team on the application of new and existing digital technologies.

Designs and manages approved digital technology projects to improve training productivity, including effective and efficient college intranet presence.

Manages digital learning resources to ensure consistency of products, relevant compliance, and cost benefit to enable continuous improvement.

Develops and maintains knowledge of current, new and evolving e-learning strategies and instructional design processes.

Other duties as directed within scope and competence.



## Selection Criteria

### Essential

1. Highly developed skills in and substantial experience the use and application of digital technology and multimedia applications for development of course sites, multimedia resources and learning activities such as case-based learning activities, online quizzes, discussion groups, podcasts, e-portfolios, blogs, integration of video and audio content and Web 2.0 tools, SCORM, Learning Management Systems (i.e. Blackboard), Articulate 360, Camtasia, Audacity, Adobe Captivate, Dreamweaver, Adobe Creative Cloud)
2. Highly developed skills in Instructional Design principles and application, technical standards, and the ability to support the development and delivery of digital Learning.
3. High level interpersonal skills, including leadership, 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*.
6. Ability to manage the administrative activities related to courseware materials, including copyright, publishing, archiving and version control.

### Desirable

- A strong background in Instructional Design principles and application, with demonstrated experience in the design, development and delivery of digital Learning and Development solutions for technical, leadership, and enterprise wide competencies and skills.
- Experience in animation, graphic design and creative experience in creating rich media content
- History of curating e-learning content to meet training, development needs and learner experience
- Demonstrated research skills to locate, evaluate and provide recommendations on available training content and delivery packages
- History of working with external vendors to deliver organisational outcomes



## Appointment Factors

**Location:** North Regional TAFE Campus

**Accommodation:** As per North Regional TAFE policy subject to eligibility and availability

**Allowances:** As per Award.

**Travel:** 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

## CERTIFICATION

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

Employee		Managing Director	
Name:		Name:	Helen Smart
Sign:		Sign:	
Date:		Date:	5 September 2022