



POSITION DESCRIPTION

Position Title	ELEARNING SPECIALIST	Position No.	50057128
Team	People & Culture	Classification	Administrative/Professional
Department	Learning	Schedule Roster Cycle	Schedule A Non-Rostered
Location	Ultimo	Band / Level	Band 7-8
Reports to	ELEARNING MANAGER 50035042	HR Endorsement	5/09/2019
Purpose			

Working with the Learning team to, create professionally designed, engaging and highly interactive courses across multiple platforms to offer the greatest reach to our people.

Key Accountabilities

- Design and develop innovative and creative online programs for the ABC.
- Leveraging instructional design expertise and adult learning methodologies, develop engaging and interactive eLearning materials using Articulate and Adobe Suite.
- Manage the end to end projects alongside stakeholders with limited direction.
- Coordinate multiple projects while keeping to tight deadlines.
- Support the management and maintenance of learning systems as required.
- Support the development of Indigenous and Diversity online training.
- Actively promote the ABC values and apply all relevant workplace policies and guidelines.
- Cooperate with any reasonable instruction, procedure or policy relating to safety and take reasonable care for your own safety and that of other people who may be affected by your conduct while at work. Additional WHS responsibilities apply to Managers and Supervisors, Team Directors, and other Officers.

Key Capabilities/Qualifications/Experience

1. Proven track record as an instructional designer with demonstrated expertise in producing production quality video content for learning.
2. Strong organisational skills with the ability to work well under pressure to tight deadlines, and cope with unexpected situations with flexibility and initiative
3. Demonstrated expertise developing eLearning with Articulate Storyline suite and Adobe software.
4. Demonstrated experience working effectively with Stakeholders to guide and influence. You will be approachable and open with our stakeholders under promising and overdelivering on eLearning projects.
5. Proven record in both working autonomously or effectively as part of a team.
6. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
7. **ABC Policies:** Understanding of the relevance and scope of ABC policies and the ABC Principles and a commitment to adhere to these; particularly in relation to complying with health, safety and wellbeing requirements in the workplace and acting in accordance with the ABC Principles.
8. **Diversity and Inclusion:** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.

