

Position Description

Consultant Learning and Development (e-Learning)

Position No:	NEW
Business Unit:	Chief Operating Officer
Division:	Human Resources
Department:	Strategy, Capability & Culture
Classification Level:	HEO7
Employment Type:	Full-Time, Continuing
Campus Location:	Campus Independent
Other Benefits:	http://www.latrobe.edu.au/jobs/working/benefits

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

Position Context/Purpose

Reporting to the Manager Capability and Development, within the Strategy, Capability & Culture department, this position will support the development and delivery of high-quality learning solutions, programs and initiatives that assist with organisational and individual capability and skill development.

The primary purpose for the Consultant Learning and Development (e-Learning) is to support the creation and maintenance of innovative and engaging e-learning materials. The role will have specific responsibility for creating and managing the induction, capability, leadership and learning and development e-learning modules for the University, as well as seeking out new opportunities for digital learning, and supporting the introduction of already identified e-learning modules. The role requires creativity, attention to detail and an ability to extrapolate, understand and infer learning content and materials, in order to design e-learning programs that support the realisation of learning outcomes. The successful candidate will need to consult and collaborate with stakeholders to understand training & development needs, and design innovative modules to meet these needs.

Duties at this level will include:

- Applies substantial theoretical knowledge or expertise to bring together and interpret information to develop innovative methodologies or solutions.
- Responsible for independently monitoring, reviewing and developing procedures in own functional area, and tailors solutions where a range of interests have to be accommodated, often requiring working with contributors with different areas of expertise.
- Anticipates customer needs/requests, identifying opportunities and facilitating change management.
- Performs tasks requiring the application of substantial theoretical and/or professional knowledge and experience to a range of issues and circumstances requiring considerable interpretation.
- Operational responsibility for staff delivering significant administrative or professional services, including the provision of advice on procedures, systems, priorities and budgets for the function concerned to more senior managers.
- Provides consultancy advice to others. May be recognised within or outside a business unit or equivalent as the expert in a specialised area of theoretical, policy or technical complexity.
- Independently monitors, reviews and develops procedures in own functional area.

Specific duties/accountabilities for this position will include:

- Develops proposals or recommendations and provides advice to staff at higher levels on program objectives and area of expertise, providing consultancy advice and recognised within or outside the team as the expert in e-Learning technical complexity.
- Create innovative and engaging e-learning materials and digital development tools for existing or new development programs.
- Refresh and amend existing modules for accuracy and improved user experience, and seek out opportunities to further enhance learning potential by utilising more e-learning tools/strategies.
- Instructional design: interpret technical, regulatory, legislative or job specific content to design a learning experience that meets learning and business objectives.
- Manage the end-to-end design process to ensure training content and learning methodologies are reflective of a customer service driven culture.

- Build awareness and knowledge of others within the team and Division about the potential and benefits of utilising e-learning tools and strategies and promote new trends and industry advances in e-learning and digital technology.

Essential Criteria

Skills and knowledge required for the position

- A degree in any area relevant to the position with at least 4 years subsequent experience; or extensive experience and management expertise; or an equivalent alternate combination of relevant knowledge, training and/or experience.
- Qualification in learning and development or related discipline.
- Excellent interpersonal skills, especially the capacity to work collaboratively and cooperatively in small teams.
- Demonstrated organisation and problem-solving skills, with an ability to manage several different projects concurrently.
- Demonstrated ability to form a detailed knowledge of the interrelationships between a range of content, topics, policies and activities.
- Ability to develop innovative methodologies and solutions and take a leading role in the application of proven techniques involving considerable theoretical and technical sophistication.
- Demonstrated ability to manage multiple stakeholders to achieve stated outcomes.
- Demonstrated application of best practice learning methodologies in design of learning solutions and assessment.
- Experience creating engaging and innovative learning content.
- Proven experience in e-learn/ instructional design for mid-sized organisations.
- Experience using Articulate, SAP Litmos, and Moodle highly desirable.
- Experience designing online Staff Induction programs highly desirable.

Capabilities required to be successful in the position

- Ability to work collaboratively, demonstrate inclusivity and tailor communication in a way that is meaningful to the audience – consistently modelling accountability, connectedness, innovation and care.
- Demonstrated creative and critical thinking, ability to generate ideas to solve local problems and recommend improvements.
- Ability to cultivate and create space for creativity and innovation, enabling staff members to solve local problems and identify improvements to current work practices.

Essential Compliance Requirements

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

Other Information

The position description is indicative of the initial expectation of the role and subject to changes to University goals and priorities, activities or focus of the job.

Position Flexibility

La Trobe University is committed to providing a diverse, inclusive and respectful working environment for all staff. We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

Why La Trobe:

- Develop your career at an innovative, global university where you'll collaborate with community and industry to create impact.
- Enjoy working on our inspiring and stunning campuses – the perfect hub for industry, students and academics
- Help transform the lives of students, partners and communities now and in the future

This is more than just a job. Working at La Trobe offers opportunities to demonstrate excellence and transform lives.

Here, you'll join exceptional people, partners and communities, who power our operations with ambition and purpose.

We are forward-looking and culturally inclusive. We continuously review, improve and transform our processes to embrace new, flexible approaches. That means you'll always have the opportunity to succeed and make a difference.

La Trobe's Cultural Qualities:



We are accountable

We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.



We are connected

We connect to the world outside – the students and communities we serve, both locally and globally



We are innovative

We tackle the big issues of our time to transform the lives of our students and society.



We care

We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities

For Human Resource Use Only

Initials:

Date: