



Statement of Duties

Consultant – Education Design & Technology

Title	Consultant - Education Design & Technology
Award	Tasmanian State Service Award
Unit	Misconduct Prevention
Supervisor	Senior Consultant – Education & Training
Number	357496
Classification	General Stream Band 5
Terms of Employment	Fixed Term (3 Years), Full Time
FTE	1.0 (flexible)
Direct reports	Nil
Location	Hobart (Flexible)

INTEGRITY COMMISSION OBJECTIVES

The objectives of the Integrity Commission (the Commission) are to:

- improve the standard of conduct, propriety and ethics in public authorities in Tasmania
- enhance public confidence that misconduct by public officers will be appropriately investigated and dealt with, and
- enhance the quality of, and commitment to, ethical conduct by adopting a strong, educative, preventative and advisory role.

The Commission achieves these objectives by:

- educating public officers and the public about integrity
- assisting public authorities to deal with misconduct
- dealing with allegations of serious misconduct or misconduct by designated public officers, and
- making findings and recommendations in relation to its investigations and inquiries.

WORKPLACE VALUES

The Integrity Commission always acts independently and in the public interest. We strive to be a positive influence and an agent for change within the public sector.

Our core values are:

- Respect
- Accountability
- Professionalism
- Collaboration
- Trust

The reflection of these values in our workplace behaviour will result in the Commission being a positive influence for change and, both personally and professionally, a rewarding place to work.

POSITION OBJECTIVE

Coordinate the design and development of an e-Learning program and associated training material accessible to a broad audience focussing on the education and upskilling on matters related to Misconduct Prevention within the Tasmanian public service.

The person

The occupant of this position will be a creative thinker, and have prior experience in training and development along with the ability to design and develop an e-presence for the Commission's education program. They will provide advice and support, display initiative and have capability to develop both e-learning and in-person training material.

The occupant will have a high attention to detail and will operate with autonomy while adding technological value to the Misconduct Prevention Team.

DUTIES

1. Support the development, implementation, and maintenance of flexible learning programs (e-learning and in-person training programs) delivering accessible content targeted at the awareness of misconduct risks and prevention strategies across the Tasmanian public service.
2. Provide contemporary, analytical advice to the Senior Consultant, Education and Training and other staff on matters relating to the design, development and performance reporting of e-learning and training initiatives.
3. Lead and assist with the coordination of creative, accurate content that engages the audience and progresses the team's objectives in achieving broad awareness of key subject matter.
4. Establish and lead working groups to develop and tailor content that is relevant, thought provoking and effective in achieving the organisation's objectives and key messages across a large audience.
5. Provide assistance and support to public sector organisations in delivering training initiatives for misconduct education and prevention.
6. Coordinate corporate reporting (business intelligence) for e-learning and training initiatives highlighting trends, participation rates and uptake of the organisations objectives.
7. Undertake research and analysis in relation to the unit's work plan, including identifying continuous improvement opportunities.

LEVEL OF RESPONSIBILITY AND DIRECTION

The occupant of this position will:

- Ensure that all work undertaken is thorough, accurate and completed in a timely and effective manner.

- Exercise judgement, initiative and interpretive skills in applying specialist expertise to carry out the functions of the role.
- Makes informed decisions and provides guidance to other officers within the unit in undertaking specific tasks.

This position reports to the Senior Consultant – Education and Training and exercises considerable independence and autonomy in delivering the organisations training and development objectives.

SELECTION CRITERIA

1. Relevant skills in developing and delivering engaging professional written, visual, audio and video content to a range of audiences.
2. Well-developed conceptual, analytical, creative and research skills, with the ability to provide advice within the context of the political, social and organisational environment in which the Commission operates.
3. Highly developed interpersonal skills, including oral and written communication skills, together with the ability to communicate, negotiate and problem-solve effectively with a wide range of internal and external stakeholders.
4. Demonstrated capacity to exercise initiative, flexibility, innovation and self-motivation, and the ability to work effectively both independently and as a team member and set priorities and manage a variable workload.
5. High-level skills in using relevant e-learning software tools and technologies coupled with skills in developing PowerPoint presentations and delivering Webinar presentations and associated content.
6. Demonstrated experience in delivering content that is both relevant and engaging to people from all demographics, capturing a diverse and cross-cultural flavour that creates awareness and thought-provoking change and delivers on the organisation's objectives.

Desirable requirements

Previous experience in developing online e-learning content and platforms and general training material would be advantageous.

Essential requirements

The Head of State Service has determined that the person nominated for this vacancy is to satisfy a pre-employment check before taking up the appointment, promotion or transfer.

The following checks are to be conducted:

- (1) Checks for criminal charges, convictions or findings or guilt for;
 - Arson and fire setting
 - Violent crimes and crimes against the person
 - Sex-related offences
 - Drug and alcohol related offences
 - Crimes involving dishonesty

- Crimes involving deception
- Making false declarations
- Malicious damage and destruction to property
- Serious traffic offences
- Crimes against public order or relating to the Administration of Law and Justice
- Crimes against Executive or the Legislative Power
- Crimes involving Conspiracy.

(2) Disciplinary action in previous employment.

(3) Identification check.

WORKING ENVIRONMENT

Employment in the State Service is governed by the *State Service Act 2000* (the SSA). Employees of the Commission must uphold and comply with the State Service Principles (section 7 of the SSA) and the Code of Conduct (section 9 of the SSA).

The Commission is committed to high-performance standards in applying contemporary management practices and principles, including workplace health and safety and workplace diversity. The Commission has endorsed a set of values that are implemented throughout the workplace.

The Commission recognises and uses the diversity of the community it serves. In doing this, it acknowledges the individual differences that can contribute to the capacity of a person to perform the inherent requirements of the duties.

All Commission employees are expected to promote and uphold the principle of fair and equitable access to employment/promotion, personal development and training and the elimination of workplace harassment and discrimination.

All Commission employees are expected to participate in maintaining safe working conditions and practices by:

- conducting their work in a safe manner such that it does not put themselves or others at risk,
- complying with any reasonable instruction in WHS policies, procedures and instructions, and
- reporting hazards, near misses, and incidents to their supervisors.

The Commission implements a Flexitime Policy, enabling employees to take advantage of flexible working arrangements.

All Commission employees are responsible for participating actively and constructively in discussions regarding performance and implementing agreed outcomes according to the Commission's performance management policies and strategies.

Smoking is prohibited in State Government workplaces and vehicles.