

Position Description



Position title:	Learning Content Developer
School/Directorate/VCO:	Federation TAFE
Campus:	SMB Campus. Travel between campuses may be required
Classification:	Within the HEW Level 5 range
Time fraction:	Full-time
Employment mode:	Continuing
Further information from:	Michael Grant, Head of Centre Learner Excellence Telephone: (03) 5327 8218 Email: m.grant@federation.edu.au
Recruitment number:	851693

Position summary

The Learning Content Developer is part of the Centre of Learner Excellence and will work on projects to, design, develop and evaluate digital learning resources and student experiences to improve the online delivery of Federation TAFE qualifications and accredited courses.

Contributing to increasing the capability of teaching staff in the appropriate use of technologies and supporting the transition towards enhancing teaching and curriculum design practices, the incumbent will have an understanding of the role technology plays in enhancing the student experience and outcomes and the identification of best practice tools.

Portfolio

Federation TAFE is home to vocational education and training delivered by Federation University Australia and offers a broad range of quality education and training programs, reflecting state and national priorities that address the training needs of individuals and industry.

Background

At Federation University, we are driven to make a real difference to the lives of every student, and to the communities we serve. We are one of Australia's oldest universities, known today for our modern approach to teaching and learning. For 150 years, we have been reaching out to new communities, steadily building a generation of independent thinkers united in the knowledge that they are greater together.

Across our university and TAFE campuses in Ballarat, Berwick, Brisbane, Gippsland, and the Wimmera, we deliver world-class education and facilities. With the largest network of campuses across Victoria, as well as a growing Brisbane base, we are uniquely positioned to provide pathways from vocational education and skills training at Federation TAFE through to higher education.

To be successful at Federation University you must be willing to enthusiastically embrace the university's ambition as expressed in the 2021 - 2025 University Strategic Plan and share the University's values of:

INCLUSION, we celebrate our diversity, particularly valuing Aboriginal and Torres Strait Islander cultural heritage, knowledge and perspectives.

INNOVATION, we are agile and responsive to emerging opportunities.

EXCELLENCE, we act with integrity and take responsibility for achieving high standards.

EMPOWERMENT, we create a supportive environment to take informed risks in pursuit of success.

COLLABORATION, we establish genuine partnerships built on shared goals.

Key responsibilities

1. Contribute to online course development through the design and implementation of high quality interactive educational resources and enabling technologies in line with adult learning principles, practices and strategies that enhance the student learning experience for VET Programs. Technologies include, but not limited to, HTML5, H5P, Moodle, Interactive video, and LMS based activity modules.
2. Ensure that digital learning assets developed are consistent with the University's requirements and statutory/regulatory obligations (e.g. quality, accessibility, re-use, sustainability, learning and teaching templates)
3. Work with project teams to design, develop, trial, and test innovative educational resources and student learning experiences.
4. Contribute to showcasing and sharing examples of good practice in educational resource design and student learning experience.
5. Provide expert advice and support to Federation TAFE teachers in the use of Learning technologies.
6. Coordinate, create and maintain guides and training materials to support staff in uptake and sustainability of learning objects and technologies.
7. Contribute to the design, development, and delivery of professional development programs for Federation TAFE teachers.
8. Actively participate as part of team initiatives and projects and cooperate with team members in a manner that reflects a commitment to team goals and objectives, effective communication, information sharing and problem-solving practices.
9. Undertake other duties as allocated by the Head of Centre Learner Excellence.
10. Work collaboratively with others within the team and the different areas of the University.
11. Reflect and embed the University's strategic plan, and operational purpose, priorities, and goals.
12. Undertaking the responsibilities of the position adhering to:
 - the Staff Code of Conduct, Child Safe Code of Conduct, and Conflict of Interest Policy and Procedure;
 - Equal Opportunity and anti-discrimination legislation and requirements;
 - the requirements for the inclusion of people with disabilities in work and study;
 - Occupational Health and Safety (OH&S) legislation and requirements; and
 - Public Records Office of Victoria (PROV) legislation.

Level of supervision and responsibility

The Learning Content Developer works under the general direction of Head of Centre Learner Excellence, and will also take direction from other Instructional Designers, within the team.

The role is responsible for working in partnership with teaching staff and Instructional designers to develop online course learning materials guided by good learning and teaching Practices and University policies

The role will need to have an understanding of the VET sector, ASQA and HESG Compliance and their various imperatives is necessary to the role as is a demonstrated understanding of the ASQA Standards, Training Packages and assessment practice across a broad range of industry areas.

Position and Organisational relationships

The Learning Content Developer reports to the Head of Centre Learner Excellence, will work closely with other Instructional Designers, teachers, and key University stakeholders such as Library Liaisons, Learning Skills Advisors and Student Support staff.

This position contributes to the Federation TAFE professional development framework and related programs and both department and university priority projects.

Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following key selection criteria:

Training and qualifications

1. Completion of:
 - a degree without subsequent relevant work experience, or
 - an advanced diploma qualification and at least one year subsequent relevant work experience, or
 - a diploma qualification and at least two years subsequent relevant work experience, or
 - completion of a Certificate IV and extensive relevant work experience, or
 - an equivalent combination of relevant experience and/or education/training
2. Hold a valid Working with Children Check (WWCC) or hold a current registration with the Victorian Institute of Teaching (VIT).

Experience, knowledge and attributes

3. Demonstrated understanding of contemporary education design principles and pedagogies relevant to blended, digital and online learning particularly in the VET sector
4. Demonstrated experience in designing learning resources and assessments for the use in blended, digital, and/or online environments.
5. Demonstrated understanding of ASQA standards, AQF, training packages, and HESG requirements is desirable.
6. Demonstrated ability to work independently and as part of a team on agreed goals, priorities, and contribute to a positive workplace environment.
7. Demonstrated ability to assess priorities, exercise discretionary judgment and negotiate for positive outcomes.
8. Demonstrated interpersonal, oral, and written communication skills and an ability to relate to students and other University staff.
9. Demonstrated knowledge and understanding of the needs of a diverse ranges of students, including those with disabilities.
10. Demonstrated alignment with the University's commitment to child safety.

The University reserves the right to invite applications and to make no appointment.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.