

Role name: Digital Learning and Systems Specialist

Role data

Position no.	various	Work Area Profile	Organisational Capability
Work Level Classification	Level 7	Directorate/Business Unit	People and Culture
Reports to (role)	Learning and Development Manager	Location	Any Location
No. direct reports	Nil	No. of indirect reports	Nil
Version date	October 2024	Tenure	Fulltime, fixed term

Work Area Profile

The Australian Health Practitioner Regulation Agency (Ahpra) is the national agency responsible for administering the National Registration and Accreditation Scheme (National Scheme) in partnership with 15 National Boards for the regulated health professions.

Ahpra's overall purpose is to protect the public by regulating health practitioners efficiently and effectively in the public interest, to facilitate access to safer healthcare for all the community.

The **Organisational Capability** function partners with key stakeholders throughout the business, to create and deliver targeted strategies, frameworks and programs which are aligned with the strategic objectives of Ahpra's People Plan and Scheme strategy, and support the development of Ahpra's culture and capabilities.

Role purpose

Working as part of the Organisational Capability function within the People and Culture Directorate, the Digital Design/LMS Specialist is responsible for designing, developing, and delivering digital and physical learning materials and experiences that build organisational capability and enhanced performance and support the delivery of The National Registration and Accreditation Scheme (NRAS) Strategy 2020 – 2025.

This specialist role involves utilising technical expertise, digital instructional design and vocational education and training (VET) to build solutions and programs that are operationally relevant, drive the development of professional and technical capabilities and respond to organisational change and cultural transition.

Working with specialists across the People and Culture function, business subject matter experts and multi-disciplinary project teams, the Digital Learning and Systems Specialist designs a range of digital and face-to-face learning programs that support the uplift of role specific capabilities, technical, and leadership capabilities across a geographically dispersed workforce.

The Digital Design/LMS Specialist is also responsible for administering, managing curriculum and mapping digital learning modules to audiences across the group, producing BAU and ad-hoc technical reporting, and providing advice as part of a broader L&D governance framework.

Key Accountabilities

- Effectively partner with the business to enable a comprehensive capability framework, build capability and provide targeted advice that contributes to the organisation's culture, strategic goals and objectives.
- Collaborate with internal and external Subject Matter Experts (SMEs), stakeholders and the Organisational Capability team to design, develop and deliver a range of training programs and solutions (accredited and non-accredited) that respond to a range of capability needs.
- Administer and monitor Learning Management System functionality to ensure relevant learning is mapped as required.
- Develop digital content that is compatible with the technical requirements of the Learning Management System and ensure learning can be consumer on various physical devices by Ahpra employees.
- Develop and recommend high quality learning solutions for both internal and external audiences, including Ahpra teams, National Boards and other Statutory Appointees.
- Manage system access and required learning solutions for external parties and provide reporting as required.
- Work closely with IT to ensure the Learning Management System and HR Information System are functioning in parallel, and the required information is flowing between the systems as expected.
- Establish and manage a portfolio of digital learning assets including but not limited to the photos, images, infographics, video, audio, animations and digital learning assets of varying interactivity levels.
- Use data and insights to evaluate learning resources and programs to assess effectiveness, identify and implement necessary changes, and showcase the impact of learning approaches
- Provide authoritative technical/specialist expertise and advice to internal and external stakeholders groups as required.
- Share and contribute technical / specialist expertise and knowledge with other team members to strengthen overall team capability and performance.
- Investigate, analyse and recommend opportunities for to learning and development programs as a result of legislation introduction or change, new organisational policies, processes and systems.
- Manage own and team project plan(s) to ensure learning solutions are delivered on time and within budget.
- Health Safety and Wellbeing: Ensuring the workplace provides a safe working environment with the required level of care and respect for its participants. This means to:
 - Take reasonable care for own and others' health, safety and wellbeing
 - Adhere to AHPRA's workplace health, safety and wellbeing policies and procedures

Capabilities for the role

The AHPRA [Capability Framework](#) applies to all Ahpra employees. Below is the complete list of capabilities and proficiency level required for this position.

Capabilities	Proficiency level
Commits to customer service	Advanced

Displays leadership	Intermediate
Generates and delivers the strategic vision	Intermediate
Demonstrates an awareness of the National Registration and Accreditation Scheme (the National Scheme) and the National Law	Foundation
Builds constructive working relationships	Intermediate
Communicates effectively	Intermediate
Demonstrates accountability in delivering results	Advanced
Uses information and technology systems	Advanced
Displays personal drive and integrity	Intermediate

Qualifications/experience

Qualifications/ Experience	Required
Qualifications	<ul style="list-style-type: none"> Tertiary qualifications/Certificate/Diploma in relevant field such as Education, Human Resources, Information Technology or Communications or equivalent experience.
Experience	<ul style="list-style-type: none"> Significant relevant experience in implementing, administering and improvement of Learning Management Systems. Highly proficient in digital learning and system methodologies, especially but not limited to those applicable in Learning environments. Track record of performing detail system analysis and administration in accordance with relevant professional standards. Expert in Learning Systems governance and quality standards. An expert level of proficiency in the use of Human Resource Information Systems (HRIS), including L&D, Performance, Recruitment and/or onboarding products of modules. Expert in instructional design using Articulate 360. Ability to work autonomously as well as part of geographically dispersed teams. Excellent comprehension of internal controls requirements and implications. Demonstrated ability to work in multicultural and diverse environments. Highly developed interpersonal and communication skills with the ability to manage to deadlines under time pressure. Proficient across the MS Office suite, with intermediate to advanced skills in Excel. Demonstrated experience in auditing, monitoring and reporting across a range of L&D administrative functions.

Key relationships

Internal Relationships	External Relationships
Organisational Capability Team	Key suppliers/vendors/contractors
Employee Services Team	
People and Culture Business Partnering Team	
Ahpra management	
Ahpra staff	