



Digital Learning Design & Delivery Lead

Putting health in mind



POSITION DESCRIPTION

<i>Digital Learning & Delivery Lead</i>	
DEPARTMENT	Education
PORTFOLIO	Knowledge Translation
REPORTS TO	Learning and Development Manager
DIRECT REPORTS	Nil
LOCATION	Randwick
AWARD	Health Professionals & Support Services Award 2010
AWARD CLASSIFICATION	
INSTITUTE JOB BAND	C
POSITION STATUS/TENURE	Permanent Full Time (35 hours)
DATE PD APPROVED	September 2019

1. ABOUT THE BLACK DOG INSTITUTE

Founded in 2002, The Black Dog Institute is a not-for-profit Medical Research Institute and a global leader in translational mental health research. We harness the latest technology and other tools to quickly turn our world-class research findings into clinical services education and e-health products that improve the lives of people with mental illness and the wider community. Our areas of strength include suicide prevention, e-mental health, workplace mental health, novel treatments and prevention in young people.

Our mission is to enable mentally healthier lives through innovations in science, medicine, education, public policy and knowledge translation.

Our values are a key part of our integrated approach and are a critical component of our organisational culture as they guide our decisions and behaviours. Institute staff and management have created and adopted the values of:

Respect – Compassion – Excellence – Collaboration – Innovation

The Black Dog Institute is proud to offer a dynamic working environment for our staff. We are invested in maintaining a positive workplace culture which values people and their wellbeing. We offer a varied wellbeing program tailored to staff needs and provide opportunities to attend learning and development seminars, engage in health and fitness activities as well as social events. We also offer flexibility in working hours and promote a healthy work life balance.

2. JOB PURPOSE

This role provides resource development capability to the Black Dog Institute's Education team. Supporting the Learning and Development Manager, the role plays an integral part in ensuring that products, programs and resources emerging from the Discovery and Innovation portfolios are aligned to current educational learning principles.

The role will be responsible for managing diverse learning and development streams in cross functional research projects within budget and timeline. Developing training solutions that meet the specific needs of internal clients.

3. DUTIES

3.1 Client Liason

- Consult and work with team members in Discovery, Innovation and Knowledge Translation to ensure the integration of sound adult educational principles into the development of programs, products and resources.
- Provide excellent customer service to external and internal clients at all levels of business.

3.2 Project management

- Develop scopes of work, budget and timeline to contribute to research products, programs and resources.
- Lead the day-to-day operation of multiple and diverse projects within budget and to competing timelines successfully.

3.3 Learning and development

- Design and develop new and engaging content and storyboards for web-based training that apply adult learning principles and reflects appreciation of diverse audiences and delivery settings.
- Provide advice on educational concepts, delivery modalities, and instructional design as required to projects/research containing educational components.
- Continuously identify opportunities to progress the service offering and to maintain high quality learning resources.

3.4 Work, Health and Safety –

1. Ensure self and all staff comply with all WHS legislation WHS Policy and Procedures
2. Report any WHS hazards and significant issues to Head of Operations, People & Culture or delegate.
3. Work in a safe manner, applying a duty of care.
4. Train new staff and coach existing staff in WHS practices.

Note: the list of responsibilities is not exhaustive and the Institute may change or request additional activities to meet the operational needs of the business

4. SELECTION CRITERIA

Essential Criteria

- Tertiary qualification in adult education, Certificate IV in Training & Assessment or similar qualifications/experience.
- Demonstrated experience in developing storyboards and content with evidence of applied best practice adult learning methodologies.
- Project delivery experience with demonstrated ability to deliver complex projects to time and budget.
- Demonstrated ability to develop creative and cost-effective learning solutions suited to diverse audience groups.
- Ability to work autonomously and drive process with minimal direction.
- Demonstrated ability to work well under pressure and meet deadlines on multiple projects, with the ability to be proactive and use initiative.
- Demonstrated ability to provide excellent customer service to external and internal clients.
- Excellent interpersonal, oral and written communication skills, with a high level of attention to detail.
- Strong working knowledge of Microsoft Word, Outlook, PowerPoint and Excel.
- A knowledge of EEO principles and WH&S responsibilities and commitment to attending relevant WH&S training.

Desirable

- Experience with e-Learning authoring tools
- Experience in the Not for Profit sector.

5. Acceptance

I acknowledge as the holder of this position, that I agree to display the organisational values and behaviours and work in accordance with the key responsibilities of the role detailed in this position description.

Name:

Signature:

Date:

Note: A copy of this signed acceptance is to be placed on employee's personnel record and a copy provided to employee