

Position Description

TITLE OF POSITION:	LEARNING DESIGNER
POSITION TYPE:	0.8FTE 1 YEAR FIXED-TERM
TEAM:	TRAINING TEAM
REPORTS TO:	TRAINING COORDINATOR – DEVELOPMENT
LOCATION:	MELBOURNE
DATE APPROVED:	JANUARY 2019

ABOUT NO TO VIOLENCE
<p>No to Violence works to bring about the changes our community needs to eliminate men’s use of family violence. For 25 years, we have been working directly with men who use family violence to support them to change. Our expertise in their behaviour, attitudes and choices has enabled us to develop standards, programs and training, lead policy development, and fulfil our role as the largest peak body for organisations and individuals working with men to end family violence in Australia. We provide telephone counselling, information and referrals every day for men in Victoria, New South Wales and Tasmania. As a pro-feminist organisation, at the centre of our work is the safety of women and children, as by ending men’s violence families can have happier, safer and more fulfilled lives.</p>

PURPOSE OF THE POSITION
<p>This role is responsible for designing and developing a suite of high-quality, sector-responsive, innovative training products for NTV’s Workforce Development Project and mainstream training team, which includes professional development programs, bespoke training programs for diverse communities, including CALD, LGBTIQA, VET sector, and accredited and non-accredited training for practitioners and bystanders.</p> <p>The scope of work includes designing, developing and enhancing the content of training products, in consultation with internal and external stakeholders, including VET partners, internal Training Practitioners, community service organisations and sector specialist organisations. The role will use strategic thinking, analysis, and problem solving skills to create and uplift training content to best practice evidence-informed standards on male family violence.</p> <p>The training products will service the learning and development needs of a range of audiences including those working or studying in community services and the specialist men’s family violence fields.</p>

KEY RESULT AREAS	
KEY AREA:	KEY ACCOUNTABILITIES
<i>Training Design</i>	<ul style="list-style-type: none"> ▪ Design and develop high quality and innovative learning content for a range of audiences for use across a range of delivery modes, including F2F delivery, blended delivery and LMS delivery ▪ Ensure training materials address compliance requirements from a range of sources ▪ Ensure that training materials and resources reflect current evidence-informed practice, working in close consultation with subject matter experts and others within the Practice and Learning Directorate

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KEY RESULT AREAS	
KEY AREA:	KEY ACCOUNTABILITIES
	<ul style="list-style-type: none"> ▪ Develop tools and practices that will contribute to building NTV's blended and online learning capacity ▪ Engage an iterative approach to training product evaluation which focuses on continuous review and improvement ▪ Provide expertise in regard to sound design and development principles in the training space ▪ Ensure all products are developed to be engaging, appropriate, and meet compliance needs where applicable
Stakeholder Management	<ul style="list-style-type: none"> ▪ Establish and maintain productive working relationships with: <ul style="list-style-type: none"> – Managers, co-ordinators and team members within the Practice and Learning Directorate to ensure all phases of the work (<i>design, development, delivery, monitoring, review and evaluation</i>) benefit from available expertise, information and feedback to support the achievement of high-quality outcomes – NTV's VET partners ▪ Contribute to preparing various Training Team reports for internal/external stakeholders (monthly, quarterly, annually)
Policies, procedures and systems	<ul style="list-style-type: none"> ▪ Adhere to, and comply with NTV's policies, procedures, and processes using appropriate information management systems and technologies as required ▪ Operate in accordance with NTV values, by demonstrating appropriate behaviours ▪ Proactively identify, assess and report OHS related risks and hazards in accordance with NTV OHS policies and procedures.

KEY SELECTION CRITERIA
<p>ESSENTIAL:</p> <ul style="list-style-type: none"> ▪ Qualification in, and/or equivalent demonstrable experience in: <ul style="list-style-type: none"> ▪ Instructional Design and/or Interactive Digital Media Development, or related field, or ▪ Educational Design and/or Education, with an Instructional Design focus, or ▪ At least 3 years of full-time demonstrable industry experience in the field of instructional design, LMS design and maintenance, website design principles, or equivalent ▪ Demonstrated experience of Articulate 360 and Adobe products; or equivalent ▪ Demonstrated success in training development including designing training programs with an excellent understanding of contemporary training methods and tools, Adult Learning principles, and the application of these to maximise learning outcomes ▪ Demonstrated ability to effectively translate practice knowledge into engaging training materials ▪ Demonstrated experience in continuous improvement of training products that are targeted to meet specified outcomes, for specific audiences ▪ Demonstrated ability to work effectively both independently and as part of a diverse multi-disciplinary team with highly developed communication and interpersonal skills ▪ Ability to actively contribute on a generic, academic and technical level, to team collaborative meetings and project-driven outputs and outcomes

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DESIRABLE:

- An understanding of the specialist family violence sector, with specific emphasis on working with men who use violence against women and children, or extensive experience in a related sector
- Community Sector experience; and/or a strong awareness of the values and principle that underpin community sector practices

OTHER REQUIREMENTS

- Legal entitlement to work in Australia
- Employment with NTV is conditional upon receipt of satisfactory references and a National Police Check. Some roles require a Victorian Working with Children Check.

Signature of Job Holder _____ Date signed _____