

Position Description

Instructional Designer

Functional Unit	Program Delivery
Reports to	Manager - CPD
Hours	Full time (1.0 FTE)
Issue date	September 2019
Review date	September 2020

About the Society

The Pharmaceutical Society of Australia Limited (PSA) is the national peak body representing Australia's 30,000 pharmacists working in all sectors and across all locations in Australia.

The core business of PSA is practice improvement in pharmacy by providing continuing professional development and practice support, in order to improve the health of Australians.

PSA's Vision

PSA's Vision is 'Improving Australia's health through excellence in pharmacist care'.

PSA's Mission – As the peak pharmacists' body, we lead and support innovative and evidence based healthcare service delivery by pharmacists.

- PSA ensures pharmacists have the opportunity to have rewarding careers through advocacy and innovation;
- PSA provides lifelong professional support for pharmacists and the pharmacy profession, and advocates for their appropriate recognition and remuneration;
- PSA has a strong and engaged membership base which supports and enhances the Society's influence;
- PSA values its people, and applies best practice management and governance to ensure organisational effectiveness and sustainability.

ONEPSA

PSA fosters staff engagement through its ONEPSA culture statements that bring the organisation together as a truly national body supporting the needs of its members.

O – Working as one – we work as one to achieve our vision with authenticity and integrity

N – Noble purpose – we act to help pharmacists improve health outcomes for all Australians

E – Equity – we value and support each other and strive for equity both in and out of the workplace

P – Pride and Passion – we undertake all our work with pride and passion as the peak national professional body for pharmacists

S – Success – we have a culture of listening, questioning and constructively challenging to ensure financial stability and strategic success of PSA

A – Always learning – we foster a culture of learning and development for staff and members and aspire to think out of the box and show initiative.

Work Health and Safety

The *Work Health and Safety Act 2011* provides an overall framework and describes the responsibilities or 'work safety duties' designed to ensure workplace health and safety.

PSA strives to provide a safe and healthy working environment for all staff, clients, contractors and visitors. PSA aims to eliminate any hazard that is considered a risk to personal safety including injury or illness and will do all that is reasonably practicable to ensure safe working practices are adopted and adhered to. Each PSA staff member is asked to take reasonable care to protect their own health and safety at work and also the health and safety of others in the workplace.

About the Team

The Program Delivery team is responsible for planning, development, delivery and evaluation of practice support and education programs to provide ongoing quality improvement in pharmacy practice by assisting the profession to achieve and maintain high standards of professional excellence.

Relevant educational activities undergo a high level of quality assurance to ensure accreditation by the Australian Skills Quality Authority and/or Australian Pharmacy Council and where indicated, are approved to meet Quality Care Pharmacy Program training requirements.

Job Specification

The Instructional Designer role is a full-time position. The role is responsible for creating engaging learning activities and content in consultation with subject matter experts and other members of the Program Delivery team to complete the learning design of projects that meets target audience's training needs. This includes the effective application of instructional design and adult learning principles and practices to deliver exceptional learning experiences for pharmacists and pharmacy staff.

Duties and Responsibilities

1. Develop a variety of high quality, engaging materials for digital delivery using contemporary e-learning and multimedia software suites and platforms based on information provided by subject matter experts.
2. Redesign content for online presentation that are conducive to e-learning activities while adhering to the education goals of the organisation and that embed end user learning requirements.
3. Work with relevant teams across the organisation on the delivery of mutual tasks and projects on time and within budget.
4. Provide advice and recommendations to staff with regard to the integration of e-learning into education programs.
5. Recommend changes to existing programs, including technology or instructional methods, to better adhere to compliance and delivery options for the course.
6. Develop resources and provide training to support the effective use of e-learning.
7. Contribute to the development of processes and policies relating to design, development, implementation and handover within the team.
8. Conduct usability and quality assurance testing and evaluate eLearning resources against the appropriate standards and guidelines, visual style guides, copyright and intellectual property requirements.
9. Maintain quality assurance processes and protect the intellectual property in e-learning materials developed for PSA.
10. Analyse and apply trends and best practices in learning technologies and instructional design and make recommendations about when to adopt certain systems to continue to offer the best learning experience possible.
11. Perform other duties as required.

Selection Criteria, Qualifications and Requirements

1. Tertiary qualifications in e-learning technology or instructional design and/or equivalent combination of relevant experience, education and training.
2. Excellent knowledge of adult learning theories, instructional design best practices and assessment techniques.

3. Demonstrated experience designing highly interactive, multimedia instructional content and a strong desire to utilise new technologies.
4. Able to integrate adult learning theory and instructional design methodology into an appropriate mix of delivery media and methods.
5. Experience in using Learning Management Systems (e.g. Moodle) and a range of desktop publishing and authoring tools such as Adobe Captivate, Articulate, and in HTML, Flash, CSS, and SCORM.
6. Experience with audio editing software including Audacity and Adobe Audition.
7. Visual design skills (Photoshop, Illustrator) and the ability to storyboard and write effective instructional text, audio and video scripts.
8. Demonstrated high level interpersonal communication skills with the ability to develop and maintain networks and contacts and relate to stakeholders from diverse backgrounds.
9. Effective time management skills with the ability to multi-task and prioritise work in a team environment within specified time-frames.
10. Flexible and adaptable attitude to work combined with a positive approach to problem-solving in a fast-paced, high energy environment.