

## POSITION DESCRIPTION

<b>Position Title</b>	Lead Instructional Designer and Project Manager
<b>Position No</b>	10150
<b>Department</b>	Office of Teaching and Learning - Educational Resources and Support
<b>Faculty/Centre</b>	Education and Applied Research
<b>Classification</b>	PACCT Worker Level 8 (PW 8)
<b>Prepared By</b>	Manager – Educational Resources and Support
<b>Date</b>	October, 2023
<b>Reference No</b>	<i>(To be provided by Human Resource Operations)</i>
<b>Approved By</b>	Associate Director - Human Resource Operations
<b>Primary Objectives of Position</b>	<ol style="list-style-type: none"> <li>1. Lead and manage: <ul style="list-style-type: none"> <li>▪ the instructional design team to ensure the development, delivery and evaluation of high quality, innovative compliant, accessible, and inclusive teaching and learning resources and educational solutions</li> <li>▪ key teaching and learning resource development projects to ensure development priorities are clearly identified and project objectives are effectively and efficiently achieved.</li> </ul> </li> <li>2. Provide strategic leadership, advice and direction on best practice e-learning and instructional design strategies and practices for senior secondary, Vocational Education and Training (VET) and Higher Education programs across the Institute.</li> </ol>
<b>Manager/Supervisor</b>	Manager – Educational Resources and Support (Manager)
<b>Subordinates</b>	E-learning and instructional design officers within the Educational Resources and Support Unit.
<b>Internal Communication Requirements</b>	<ul style="list-style-type: none"> <li>▪ The Manager, the Dean - Office of Teaching and Learning, and the E-Learning Development Project Manager including relevant staff of the Educational Resources and Support Unit.</li> <li>▪ Subject matter experts, and learning and graphic designers, to support the production of teaching and learning resources.</li> <li>▪ Work with faculty Deans/Heads of Departments to identify instructional design and resource development project requirements.</li> <li>▪ Liaise and negotiate with teaching departments to identify particular strengths and subject matter expert (teacher) availability for specific projects.</li> <li>▪ Management and employees in departments and faculties across all levels of the Institute as required to undertake the responsibilities of the position.</li> </ul>

## External Communication Requirements

- Contracted project staff in the design and development of key teaching and learning resource development projects.
- Liaise with
  - project stakeholders
  - industry clients and partners
  - public and private Registered Training Organisations
  - relevant educational authorities.
- Government departments and governing authorities regarding funded projects, including:
  - the Victorian TAFE Network and Victorian TAFE Association regarding shared learning resources
  - identifying instructional design trends and best practice
  - educator and subject matter expert networks
  - Industry and Jobs and Skills Councils.

## Specific Accountabilities

1. Lead, manage and coach the instructional design team, providing guidance, support, and constructive feedback to foster an inclusive, collaborative and high-performance environment.
2. Provide high level advice to the Manager on matters relating to Institute instructional design related resource development projects.
3. Research and develop strategies and staff development programs to implement new instructional design trends and practices relevant to secondary education, VET and higher education.
4. Develop and implement a professional development plan for the instructional design team and provide support to the Office of Teaching and Learning to ensure currency, continuous improvement and skill enhancement.
5. Identify human resource requirements, both internally and externally, to ensure resource development project work is effectively and efficiently completed.
6. Develop and implement best practice instructional design strategies and methodologies to ensure the creation of high-quality, learner-centred and effective learning experiences.
7. Lead and manage:
  - the design and development of comprehensive, compliant and engaging educational materials and resources that align with organisational teaching and learning objectives and target audience needs
  - instructional design processes and projects, including timelines and resources, and coordinate with subject matter experts and stakeholders to deliver projects.
8. Coordinate and collaborate with the e-Learning Development Project Manager on educational content for e-Learning and digital resource development projects.
9. Coordinate the sharing of learning resources within the Victorian TAFE network and respond to requests from other RTOs nationally in relation to the sharing or purchase of Holmesglen resources.
10. Collaborate with subject matter experts, educators, and other stakeholders to gather content, solicit feedback and ensure alignment with learning objectives.

11. Ensure compliance with industry standards, accessibility guidelines and regulatory requirements in the design and development of instructional materials.
12. Remain current with trends, technologies and best practice in instructional design and adult learning to continuously improve and enhance learning experiences.
13. Foster a culture of research and innovation within the instructional design team, to ensure that emerging instructional design models, tools and technologies are adopted to enhance learning experience.
14. Prepare project reports and documentation, organise project meetings and liaise with subject matter experts, contractors and editors.
15. Negotiate and prepare proposals for clients that result in effective and engaging instructional design resource development solutions.
16. Contribute to the development and maintenance of a comprehensive resource database to track and facilitate access to educational materials and learning assets.
17. Ensure project artefacts are documented, managed, retained and communicated effectively.
18. Identify and curate external learning resources, tools and content to supplement and enhance the Institute's learning resource offerings.
19. Ensure compliance with the requirements of Holmesglen policies, procedures and processes, applicable legislation and relevant regulatory and governance authorities.
20. Support the Institute's Strategic Plan and Vision and work to ensure that all activities align to the Institute's commitment to quality.
21. Act in accordance with Holmesglen's safety policies and procedures, including Child Safety Standards, to ensure departmental work areas and operations comply with relevant Occupational Health and Safety legislation.

## **Qualifications**

### **Minimum**

- Degree and relevant post-graduate qualifications in adult education, instructional design or similar field.
- Management and leadership experience.
- Principal specialist in a recognised discipline or area in instructional design, adult education or similar.

### **Preferred**

Professional or tertiary project management qualifications, including project management and leadership experience.

## **Knowledge**

- Applied knowledge of:
  - instructional design and innovative teaching and learning strategies
  - a variety of educational models, techniques and delivery modes necessary to support the diverse needs of learners
  - digital learning pedagogy including learning trends and training needs analysis in all aspects of tertiary education.
- Demonstrated understanding of:
  - project management competencies and project planning, resource coordination, risks and issues management

## Experience

- the application of project management methodologies, techniques and standards including project management software and time management tools
- compliance requirements, and the development and application of a range of teaching methodologies, techniques and teaching and learning theory and practice in a post-secondary context.
- Comprehensive understanding and practical application of inclusive teaching and learning practices.
- Knowledge of relevant accessibility standards and guidelines including Web Content Accessibility Guidelines (WCAG) 2.0 and inclusive design principles, including Universal Design for Learning (UDL) principles.
- Education and training documentation including curricula, Training Packages, assessment and rules of evidence and training needs assessments.
- Significant and relevant work/industry experience as a principal specialist in a recognised discipline in Instructional design and Adult Education or similar.
- Demonstrated experience in:
  - project management experience combined with an excellent eye for detail
  - the development of high quality, compliant teaching and learning resources including experience in a range of instructional design methodologies
  - the effective management and leadership of instructional design teams to achieve effective and efficient outcomes
  - relationship management including effective industry and stakeholder engagement and the development and effective management of key industry partnerships and relationships
  - developing key strategic accounts and partnerships
  - the development and presentation of proposals, briefs, reports and project management plans.
- Substantial experience in:
  - leading and designing learning solutions in educational, corporate and/or Government environment
  - the design, development and delivery of professional development course content.

## Skills

- Strong interpersonal and written and verbal communication skills with the ability to negotiate effectively and work through issues constructively.
- Excellent stakeholder relationship management skills with demonstrated ability to liaise with and influence a diverse range of individuals, including those in senior positions.
- Project planning, resource coordination and issues management skills as well as presentation and facilitation skills.
- Demonstrated ability to:
  - lead, motivate and inspire a team of professional instructional design staff
  - work with staff with a variety of backgrounds and experience, and to influence subordinates in implementing the faculty/centre and Institute vision
  - understand and apply project management principles

- manage a range of complex change-focussed projects within a strategic framework, which meet financial and operational targets, and which have realised service improvements
  - operate with a high degree of responsibility and operational autonomy and/or effectively as a member of the project team
  - work under pressure whilst continuing to exercise high level judgement and sound strategic business, educational and operational decisions in an environment of competing demands
  - deal with sensitive and confidential information, as well as the ability to use initiative to identify appropriate and relevant solutions to identified issues
  - objectively review processes to ensure current business needs are met lead change management and continuous improvement initiatives
  - negotiate, consult and liaise with relevant education and industry stakeholders and contacts
  - support the development and implementation of new and innovative teaching and learning resources
  - work towards a defined vision and organisational strategic goals.
- High level instructional design techniques and methodology including writing, editing and review of learning resources for print and electronic mediums.
  - Organisational, time and project management skills including the ability to meet deadlines, achieve goals and to work concurrently on and prioritise the competing demands of multiple, simultaneous projects.
  - Analytical, evaluative and conceptual skills with a capacity to research, collate and convey complex data and information.
  - Significant initiative, sound judgment and reliable leadership at all times in supporting continuous improvements through critical thinking and innovation.
  - Well-developed administrative and computer skills including competence with MS Office products, database/project management systems and financial and scheduling software.

### **Key Selection Criteria**

In addition to qualification requirements the successful candidate will have:

1. A demonstrated ability to supervise, lead, motivate and inspire a team of instructional design staff in the development of high quality, compliant, teaching and learning resources.
2. Extensive instructional design experience in online, blended and/or print projects including a sound background in teaching and administration, preferably in a VET context.
3. Excellent organisational skills with the demonstrated ability to manage projects effectively and facilitate the achievement of complex goals and targets within an educational (VET) context.
4. High level interpersonal and negotiation skills, and verbal and written communication skills with proven ability to work effectively with education, industry and corporate clients to achieve quality outcomes.
5. Proven organisational and time management skills, with a demonstrated ability to work under pressure, meet deadlines and work concurrently on multiple tasks by and prioritising workloads and work schedules.

6. Demonstrated proficiency in database management, specifically in developing and maintaining a comprehensive resource database for educational materials and learning assets.

**Note**

- This position description describes in general terms the normal duties which the position is expected to undertake. Duties not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from people occupying positions classified at this level may be allocated.
- Employees attending certain workplace settings, including health and care facilities, may be required to meet mandatory vaccination obligations.
- The incumbent may be required to perform their duties at any campus or location controlled by Holmesglen Institute or elsewhere as directed.
- Due to the nature of the position, there may be a requirement to accommodate flexible working hours and attendance requirements.
- Holmesglen is a child safe organisation. This position requires a current Victorian Employee Working with Children check.
- Holmesglen cultivates a workforce that embraces and values student voice and partnership.