

ACECQA Position Description

Position Title	Senior Officer / Content Producer	Reports to	Manager Program Delivery
Group	Educational Leadership	Team	Queensland Supporting Regulatory Quality and Consistency Program
Classification	Band 5	Direct reports	Nil
Hours / FTE	38 hours per week (<i>FT</i>) Fixed-term for up to 18 months	PD ID No:	P00103
Purpose of the Role			
<p>The Senior Officer / Content Producer develops resources, training materials, workbooks, presentations and storyboards to support the delivery of the Queensland Supporting Regulatory Quality and Consistency Program.</p>			
About the Educational Leadership group			
<p>The Educational Leadership group leads ACECQA's national activities relating to promoting and recognising quality educational programs, practices and policies and supporting the sector and authorised officers to build a shared understanding of and commitment to implementing the National Quality Framework (NQF) and continual quality improvement.</p> <p>Led by the National Education Leader (NEL), the group comprises three teams with the following major functions:</p> <ul style="list-style-type: none"> • Working collaboratively with regulatory authorities and peak organisations to develop and deliver presentations, workshops, articles, training, guidance materials and resources to build a shared understanding of the requirements and expectations of the National Quality Framework (NQF) for authorised officers, educators, approved providers and interested others. • Assessing and promoting excellence in the delivery of education and care services and supporting continual quality improvement. • Providing advice on quality programs, practices and policies in education and care services and contributing to national reform processes. 			
About the Queensland Supporting Regulatory Quality and Consistency Program			
<p>The Queensland Department of Education has contracted ACECQA to develop and implement a program that will provide structured, competency-based training and assessment to support the effective delivery of regulatory functions. The program will provide structured support for staff at all levels of proficiency, delivered through a combination of online, face-to-face and other modes.</p> <p>The objectives of the program are to:</p> <ul style="list-style-type: none"> • Support the professional development of Queensland regulatory staff in all roles and 			

at all levels of proficiency;

- Provide a comprehensive, structured, multi-platform suite of training materials that support the delivery of all core regulatory functions and that respond to different staff learning styles;
- Ensure that professional development is supported by systems for practice-based assessment of learning;
- Provide opportunities and resources for both group and individual learning;
- Provide an objective system for assessing regulatory officer capability for the purposes of Authorisation under the National Law.

Key Duties

- Develop accurate, engaging and informative content for resources and support materials (including workbooks, eLearning modules, training materials and testing materials) to contribute to the program's objectives and outcomes.
- Conduct research and analysis to support the development of content in cooperation with subject matter experts, instructional designers and program managers to ensure that program participants are receiving the highest quality content and resources.
- Build and maintain effective working relationships with subject matter experts and other stakeholders in development of content and resources to achieve the program's objectives and outcomes.
- Prepare briefs, reports and advice to respond regular and urgent requests for information and updates from internal and external stakeholders.
- Work cooperatively and collaboratively with members of the program team and across ACECQA to achieve the program's objectives and outcomes.
- Ensure program related documentation is developed, managed, and appropriately stored to comply with policies and procedures and stakeholder expectations.
- Other duties as directed.

Selection Criteria

1. Proven experience in, and knowledge and understanding of, legal and regulatory practices, programs and contexts in the children's education and care sector.
2. Applied knowledge and understanding of the National Quality Framework (including the Education and Care Services National Law, and National Regulations).
3. Proven capability to research, analyse and conceptualise complex multifaceted concepts and issues, and translate this knowledge into program outcomes.
4. Knowledge and understanding of adult learning principles.
5. Proven capability to build relationships and negotiate confidently with internal and external stakeholders.
6. Proven capability to use a range of technology and learn new systems quickly and efficiently.