Australian Children's Education & Care Quality Authority

Position Title	**Senior Instructional Designer**	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 *(FT)*	PD ID No:	P00104

Purpose of the Role

The **Senior Instructional Designer** develops instructional models and prepares engaging content for self-paced e-Learning and video resources in collaboration with subject matter experts and other members of the program team for a range of training and testing programs supporting the Queensland Supporting Regulatory Quality and Consistency Program.

About the Educational Leadership group

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.

Led by the National Education Leader (NEL), the group comprises three teams with the following major functions:

- 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

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.

The objectives of the program are to:

- 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

- Conceptualise, design and produce eLearning, video and a range of other online and digital resources to support the program and meet the needs of its stakeholders.

- Coordinate learning content development with the Subject Matter Expert, Content Developer, Project Lead and with external stakeholders to review and refine eLearning activities, assessments and content.

- Create instructional design eLearning content using eLearning authoring software.

- Maintain and support ACECQA's Learning Management System (LMS) user management and on-boarding.

- Configure, administer and assist with the maintenance of ACECQA's LMS.

- Analyse and produce reports on engagement with eLearning and other digital resources, to assess the effectiveness and contribute to continuous improvement of resources.

- Ensure that quality assurance processes and corporate style and branding standards are implemented to protect the reputation of ACECQA.

- Identify system and process enhancements to contribute to the continuous improvement of eLearning and digital resource production at ACECQA.

- Other duties as required.

Selection Criteria

1. Proven experience in designing highly interactive and engaging instructional content that integrates learning theories and instructional design methodologies.

2. Applied knowledge and understanding of digital learning principles and practices as well as current and future trends in digital technologies.

3. Proven capabilities in Learning Management Systems (for example LearnUpon), eLearning design tools (such as Articulate, Captivate or Lectora) and web technologies (such as HTML, XML, Flash, SCORM).

4. Proven capability to manage projects in an eLearning project environment with the ability to produce realistic scopes, meet timeframes and deliver quality outcomes.

5. Proven reliability to meet deadlines and commitments, with the capability to set

realistic goals, solve problems and establish work priorities.

Desirable:

6. Tertiary qualifications in eLearning technology, instructional design or a similar field and/or equivalent relevant experience.

7. Skills in multimedia production such as animation, video/sound recording and/or editing, and publishing multimedia content on the web.

8. Understanding of the National Quality Framework for early education and care services in Australia.