

Position Description

Instructional Designer

Job Title	Instructional Designer		
Reports to:	Manager, Training Operations and Strategy		
Business Unit	Response, Policy and Evidence	Team	Response Training Team
Contract Type	Full-time, 12-month fixed term contract (negotiable) Safe and Equal Level 6.1 (as per Safe and Equal Enterprise Agreement 2024-2026) Annual Salary: \$114,841 plus superannuation (\$58.12 per hour) Salary sacrificing arrangements are offered within Australian Taxation Office guidelines Office Location: Carlton		
Primary Purpose of this Position			
<p>The Response, Policy and Evidence area's focus is developing, implementing and consolidating a program of work across policy, programs and projects that will continue to build capability, connectivity and expertise in the specialist family violence and broader workforce sectors, in addition to influencing and advocating across the family violence and interconnecting systems.</p> <p>The Instructional Designer is responsible for developing high quality learning products, ensuring the relationship between learning outcomes, tasks and activities is aligned; and using design thinking principles to problem solve. A key aspect will be maintaining, enhancing and/or developing rich and engaging learning materials and designing interactive, social and collaborative learning content and activities. In addition to providing review and quality assurance for existing learning offers, this role will develop new offerings as required.</p>			
Scope			
Direct Reports		Indirect Reports	
None		None	
Key Relationships			
All employees have responsibility for effectively managing relationships and working in a way that supports our culture and role model our organisational values			
Internal		External	
Culture, Operations and Engagement		Funding bodies	

Response, Policy and Evidence
Prevention, Advocacy and Social Change

Members of Safe and Equal

Key Responsibilities

Project management

- Support all aspects of the project including documentation of project strategy, planning, communications and stakeholder engagement plans
- Develop and implement effective project management and monitoring processes to enable success
- Provide project reporting and evaluation data (internal and to funding bodies)
- Coordinate regular meetings as required

Operational requirements

- Design and develop high quality and innovative learning content and resources for a range of audiences
- Ensure learning 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 across the organisation
- Effectively translate practice knowledge into engaging training materials
- Develop tools and practices that will contribute to building Safe and Equal's blended and online learning capacity
- Provide expertise in regard to sound design and development principles in the learning product space
- Ensure all products are developed to be engaging, appropriate, and meet compliance needs where applicable

Stakeholder management

- Develop effective working relationships with a wide range of key government and non-government stakeholders
- Represent Safe and Equal at external meetings, forums, and events as required

Risk and Compliance

- Identify, manage and escalate risk in accordance with Safe and Equal's risk framework
- Proactively manage OH&S risks

Organisational Context

The way we work at Safe and Equal

All employees at Safe and Equal are expected to work in a way that supports the organisational values:

- Accountability and Integrity
- Equality and Justice
- Compassion and Humility
- Expertise and Collaboration
- Boldness and Courage
- Curiosity and Reflection

Diversity and Inclusion

Safe and Equal is the peak body for Victorian organisations that specialise in family and gender-based violence across the continuum, including primary prevention, early intervention, response and recovery. Our vision is a world where everyone is safe, respected and thriving, living free from family and gender-based violence.

We apply an intersectional feminist lens in our work to address family and gender-based violence and their intersections with other forms of violence, oppression and disadvantage.

At Safe and Equal, we are committed to creating a diverse and inclusive organisation. We strongly encourage people from diverse backgrounds to apply to work with us, including Aboriginal and Torres Strait Islander people, people of colour and people from migrant and refugee communities, people of any age or gender, lesbian, gay, bisexual, trans and gender diverse, intersex and/or queer (LGBTIQA+) people, people with lived experience of family violence, and people with disability. We also consider applicants regardless of contact with the justice system and experiences of criminalisation, consistent with our legal requirement. If you have any support or access considerations that requires accommodation, we encourage you to let us know.

We are an Equal Opportunity and affirmative action organisation/employer and do not tolerate any form of discrimination or harassment.

We are aware that employees have different needs and responsibilities and recognise the importance of work and home life balance and prioritise flexible work practices.

If you are interested in the role but feel you may not meet the full range of selection criteria, we encourage you to contact us to discuss your experience and application for this position. At Safe and Equal we celebrate and support difference and know that one size doesn't fit all – we endeavour to be flexible, meet your needs, and support you at every stage of your contact with us.

Expectations of Staff**Strategic alignment**

Pro-actively work in a way that directly supports Safe and Equal strategic objectives

Workplace Health and Safety (WH&S)

Proactively work in a safe manner, adhering to all WH&S requirements and adding to a culture that is safe and inclusive by reporting all hazards, near misses and incidents through the organisations WH&S process

Manage risk

Actively manage risks by working within the organisation governance framework and complying with organisational policies, procedures and escalating when required.

The knowledge, skills, experience, qualifications and clearances required for this role are:

Qualifications	<ul style="list-style-type: none"> • Qualification in, and/or equivalent demonstrable experience (at least 3 years) 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
Essential	<ul style="list-style-type: none"> • Proven skills and experience in designing successful training offerings with a strong understanding of contemporary training methods and tools, adult learning principles, and the application of these to maximise learning outcomes • Ability to effectively translate practice knowledge into engaging learning materials • Experience in continuous improvement of learning products that are targeted to meet specified outcomes, for specific audiences • Well-developed problem solving, conflict resolution and decision-making abilities • Excellent time management and organisational skills • Advanced proficiency in Microsoft suite and ability to deliver high quality training materials • Ability to work with others to facilitate trouble-shooting and problem-solving in a complex environment • Proven experience in developing interactive, engaging and accessible eLearns using tools such as Articulate Storyline, Rise 360, Captivate or other contemporary tools
Desirable	<ul style="list-style-type: none"> • Knowledge of key primary prevention and response frameworks and standards and/or the specialist family violence and prevention sectors • Experience in Canvas and/or other learning platforms
Police Check	<p>A national police record check is required as part of the recruitment process. If you feel this could create a barrier for you, please contact us to discuss. A reported result on a police check will not necessarily prevent you being successful in this role. Results on a police check can be discussed and an assessment completed by Safe and Equal.</p>