

Position Description

POSITION TITLE:	Learning and Development Designer
POSITION TYPE & TENURE:	Permanent, Part time (0.6 FTE)
PROPOSED PAY GRADE:	NTV EA Level 6
REPORTS TO:	Head of Workforce and Sector Development
DIRECT REPORTS:	Nil
LOCATION:	Flexible

ABOUT NO TO VIOLENCE

No to Violence is Australia's peak body for individuals and organisations that work with men that use violence. We provide training, sector development and policy advice and advocacy on behalf of members. We operate the Men's Referral Service, providing a counselling service and referral pathways directly to men who use violence. As a pro-feminist organisation, women and children are at the centre of what we do - by ending men's use of family violence, families, individuals, and communities are safer.

POSITION SUMMARY

The Learning and Development Designer provides leadership in the development of NTV's internal and external training offerings, ensuring that they are responsive to client and participant needs and reflect contemporary approaches to design of face-to-face, virtual and online learning.

DELIVERABLES

- Work collaboratively with internal and external stakeholders including clients, subject matter experts and trainers to identify and analyse sector, outside sector and internal learning needs and develop responsive and engaging learning offerings.
- Liaise with external stakeholders to identify training needs for on-demand, bespoke courses and adapt or develop appropriate solutions including workshops, e-learning modules, videos and interactive simulations to enhance learning outcomes.
- Develop and review quotations in conjunction with the Training Manager for clients.
- Contribute to request for tenders and proposals.
- Consult with internal and external SMEs to develop and maintain compliant, evidence-based content for all training courses.
- Utilise learning design principles and adult learning theory to design and develop live and e-learning courses that are interactive, engaging, effective and build key capabilities for a diverse range of audiences.
- Design and develop training resources including guides for facilitators, materials for participants, and e-learning modules.
- Develop and implement evaluation tools and provide regular reports to measure learning effectiveness and facilitate continuous improvement in NTV's learning offerings.

Position Description

- Keep up to date with emerging trends and best practices in learning design, learning technologies, and adult learning theory and ensure NTV courses are dynamic, contemporary, innovative and based on best practice.
- Contribute learning design expertise to the wider Workforce and Sector Development team and projects.
- Manage multiple projects simultaneously, ensuring timely delivery of high-quality learning solutions.
- Provide guidance and support to trainers and facilitators in delivering learning programs and materials effectively.
- Undertake other appropriate duties as required.

WHAT WE ARE LOOKING FOR IN THIS ROLE

Skills, Experience and Knowledge

- Demonstrated experience in learning design, content creation, e-learning development, and curriculum development.
- Demonstrated experience with online learning tools/software such as Articulate and Storyline; or equivalent.
- An excellent understanding of contemporary training methods and tools, adult learning principles, learning theories and learning design models such as ADDIE and SAM and the application of these to maximise learning outcomes.
- Demonstrated ability to effectively translate practice knowledge into engaging training materials.
- Demonstrated experience in continuous improvement of training products that are targeted to meet specified outcomes, for specific audiences.
- Excellent project management skills, including the ability to manage multiple projects with competing priorities and deadlines.
- Demonstrated ability to work effectively both independently and as part of a diverse multi-disciplinary team.
- Highly developed communication and interpersonal skills with the ability to collaborate effectively with stakeholders.
- Creative problem-solving skills and attention to detail.

Qualifications/Competencies/Licences

- Experience in the specialist family violence sector
- An understanding of the gendered nature of family violence
- Qualification in learning design desirable
- Completion of a Criminal History Check and Employee Working with Children Check (or State equivalent) prior to commencement of employment and as required by legislation and policy during employment, as well as a duty to disclose relevant information that may arise after employment has commenced.

EXPECTED FOR ALL NTV STAFF

Position Description

- Act in accordance with NTVs code of conduct, policies and procedures and is committed to NTVs vision, mission, values and service standards.
- Promote a 'safety first' culture and acts in accordance with NTV health and safety policies and risk management systems.
- NTV values equity, diversity and inclusion and promotes an inclusive and collaborative work environment where all staff, volunteers and service users feel welcomed, respected and valued and encouraged to fully participate, irrespective of their individual differences in background, experience and perspectives.
- Be curious, reflective and open to continuous learning and new ways of working.
- Complete all mandatory training in a timely manner, to support the delivery of high quality, safe and effective services.
- Contributes to innovation, quality activities and continuous improvement and openly share information and knowledge to enable optimal outcomes for the organisation.

Signature of Job Holder _____ Date signed _____