

Position Description

Position Title	e-Learning Content Developer	Reporting to	Manager, Digital Education
Business Unit	Education	Direct reports	N/A
Classification	Level C	Date	September 2022

Our Organisation

The Royal Australian College of General Practitioners (RACGP) is the voice of General Practitioners (GPs) in our growing cities and throughout rural and remote Australia. For more than 60 years, we've supported the backbone of Australia's health system by setting the standards for education and practice and advocating for better health and wellbeing for all Australians.

We cultivate a stronger profession by helping the GPs of today and tomorrow continue their professional development throughout their careers, from medical students and GPs in training to experienced GPs. We develop resources and guidelines to support GPs in providing their patients with world-class healthcare and help with the unique issues that affect their practices. We're a point of connection for GPs serving communities in every corner of the country.

Australia's GPs see more than two million patients each week, and support Australians through every stage of life. The scope of general practice is unmatched among medical professionals, so the RACGP supports members to be involved in all areas of care, including aged care, mental health, preventative care and Aboriginal and Torres Strait Islander Health.

Patient-centred care is at the heart of every Australian general practice and at the heart of everything we do.

Our Values

RACGP Employees are expected to uphold our workplace values:



Progressive leadership Forward thinking and proactive leaders who lead by example and empower employees to create and drive innovation



Quality Honouring our Organisational Vision and Mission Statement by constantly striving for excellence in service delivery and advancement in the field



Ethics Committed to acting with morality, integrity and transparency in serving the best interests of all stakeholders



Professionalism Dedicated professionals who respect and collaborate with others and are fully accountable for their actions.

Your Team

The Education Business Unit plays a critical role in ensuring that the RACGP has the right mechanisms to support, review and maintain Education and Training standards for all aspects of a GP's training and education across the lifelong journey of General Practice. In maintaining the Education and Training standards, Education teams develop and deliver educational activities, Fellowship examinations, set and apply eligibility, selection and entry criteria for Fellowship pathways, and implement the RACGP's strategic vision.

The functions of Education include:

- Medical Educators and Censors
- Assessment
 - Innovation
 - Selection and Fellowship Exam Development and Delivery
 - Eligibility
 - Selection Programs
 - Education Support
- Education Governance and Development
 - Education Standards and Curriculum
 - Education Strategy & Development
 - Accreditation
 - Education Governance – Committees and Policy
 - Digital Education
 - Evaluation, Quality & Research
- Continuing Professional Development (CPD)
 - CPD Projects
 - CPD Operations
 - CPD Marketing and communications
 - CPD Program Coordinators and Faculty Support
 - Leadership and Mentoring Programs

Your Role

The e-Learning Content Developer works as part of a team to provide high-quality, evidence-based online activities and resources to GPs at each stage of their educational journey. Using the latest technology and contemporary educational theory and practice, the e-Learning Content Developer primarily transforms the educational material into a quality online experience for a diverse population of general practitioners.

Key Responsibilities

- Development of online learning activities and associated multimedia using the materials supplied by the Instructional Designers and/or Strategy and Development lead including updates from medical educators.
- Provide support to assist integration and implementation of newer functionality and/or improvements to the LMS for existing and/or future projects.
- Assist internal stakeholders ensuring that reporting requirements are met and share LMS knowledge as required across the business.
- Carry out other relevant duties as requested by the National Education Strategy and Development Manager.
- Participate in the RACGP Performance Review Cycle.
- In consultation with Manager, deliver agreed Work Performance Goals.
- Other duties as required.
- Comply with all relevant workplace policies and procedures.
- Other duties as required.

Qualifications and Experience

Essential

- Excellent written and verbal communication skills
- High level of attention to detail and organisation skills
- Computer literacy – intermediate to advanced proficiency with Microsoft Office suite of products
- Demonstrated ability to work constructively in a small team.
- Strong customer service focus and service delivery
- Working knowledge of appropriate e-learning applications.
- Ability to work without supervision
- Ability to work on multiple projects and organise time efficiently
- Ability to follow a brief and work to a timeline
- Degree or diploma in information/website technology. Significant, relevant experience in the e-learning environment is required. Candidates without tertiary qualifications will be considered where they have exceptional relevant experience.

Highly Desirable

- Basic knowledge of CSS, XML and javascript
- Prior experience in the LMS content development environment
- A good working knowledge of copyright law
- Video and sound editing experience using Adobe Premiere Pro and Audition, and/or other video and sound editing tools
- Tertiary qualification in information/website technology

Your Relationships

Your role requires interaction with internal and external stakeholders including:

Internal:

- Education services
- IT Department staff
- Education staff
- Publications
- Marketing
- Corporate and building services

External:

- Medical Educators
- External subject matter experts
- External providers of content development and Learning Management System
- Sponsors
- RTOs