

Position Title	e-Learning Content Developer	Reporting to	National Education Strategy and Development Manager
Division	Education Services	Direct reports	N/A
Classification	Level C	Employment Status	Permanent Full Time (1.0 FTE)
Position Number		Date	August 2021

The 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 Australian's 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 Strategy and Development (ESD) team provide evidence based, best practice educational expertise to design and support lifelong GP education and training program development while operating within a complex strategic framework to meet the requirements and vision of the RACGP, GP profession and stakeholders.

Using technology and contemporary educational theory and practice, gplearning primarily facilitates the learning of a diverse population of general practitioners in different contexts with varying preferences in the way they learn.

The ESD team develops, supports, reviews and maintains online educational activities utilized in a GP's continuing professional development and works closely with the Senior Education Advisor (SEA) on the implementing of strategic projects.

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.

Environment, Health and Safety

1. Comply with the RACGP's wellbeing and workplace OH&S policies and procedures.
2. Take reasonable care for your own health and safety, along with other RACGP employees, members and visitors.
3. Ensure that hazards and incidents, near misses and injuries are reported immediately to your Manager.
4. Actively and willingly participate in health and safety, wellbeing, emergency evacuation training, meetings and workplace activities.
5. Do not wilfully place at risk the health or safety of any person in the workplace.
6. Always work proactively to uphold the highest standards of health and safety in the workplace, including working remotely, behavioural conduct and whilst undertaking all associated duties of your role.

Your Relationships

Your role requires interaction with the following internal and external stakeholders:

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

Key Selection Criteria

Experience, Knowledge and Skills

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

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

Qualifications

Essential

- 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.

Desirable

- Tertiary qualification in information/website technology

Workplace Behaviours

In our workplace your actions and behaviours will:

- *Positively influence others*
- *Take initiative*
- *Focus on quality service delivery*
- *Make effective decisions*
- *Be transparent*
- *Prioritise respectfulness*
- *Strive for excellence*
- *Be flexible and adaptive*
- *Demonstrate integrity*
- *Be accountable*
- *Celebrate collaboration*

Classification Description

In accordance with the Enterprise Bargaining Agreement (EBA) 2018 or subsequent agreement.

Declaration

I, **(insert name)** acknowledge that I have read and understood the e-Learning Content Developer position description, which forms part of my employment contract from the date of issue.

I accept that the Position Description may need amending and updating periodically due to changes in responsibilities and organisational requirements.

Employee: _____(signature) Date: _____