

## Position Description: E-Learning Designer

| Position Summary         |   |
|--------------------------|---|
| Title                    | E-Learning Designer   |
| Classification and Level | Level 3   |
| Section                  | Professional Learning – ECA Learning Hub  |
| Reporting to             | ECA Learning Hub Executive Manager  |
| Delegation/Supervision   | Nil   |
| Compliance Requirements  | <ul style="list-style-type: none"> <li>Working with Vulnerable People Registration</li> <li>Full COVID-19 vaccination status</li> </ul> |
| Date Approved            | June 2023   |

**OUR  
VISION:  
EVERY  
YOUNG  
CHILD IS  
THRIVING  
AND  
LEARNING**

### About Early Childhood Australia

Early Childhood Australia (ECA) has been operating since 1938, we are a not-for-profit organisation with a national membership.

Our vision is ‘every young child thriving and learning’. To achieve this vision, we champion the rights of all children from birth to the age of eight to thrive, learn and play at home, in the community, within early learning settings and through the early years of school. Our work builds the capacity of our society, including families and early childhood professionals, so that every child—regardless of location, household income or individual needs—can be nurtured to achieve their unique potential.

ECA acknowledges the unique place of Aboriginal and Torres Strait Islander peoples in our society, the past and current injustices and realities for them across Australia, and the enduring strength of their cultures and identities. We commit to being at the forefront of achieving a reconciled nation that values, respects and celebrates Aboriginal and Torres Strait Islander ways of knowing and being.

Everything we do is founded on our values:

**Equity:** We promote social empowerment and inclusiveness in how we work and what we do.

**Integrity:** Our work is based on evidence and expertise. It is always ethical and transparent.

**Leadership:** We are courageous in promoting the rights and interests of young children.

**Respect:** We value and esteem children, families, professionals and each other, always

**ECA’s Strategic Plan (2021-24)** outlines the future direction of the organisation and what we stand for. It contains five strategic priorities:

1. **Speak up for young children:** Be a courageous advocate that amplifies the voice of young children, their families and those who work with them.
2. **Collaborate for impact:** Work collaboratively with others to champion the importance of the early years and improve outcomes for all children, particularly those at risk of disadvantage.
3. **Champion 'beyond quality' in early education:** Strengthen the capacity of services to be ethical, inclusive and effective in amplifying the learning outcomes and wellbeing of all children.

4. **Lead and inspire professional learning:** Lead the provision of quality-assured resources and learning opportunities for early childhood professionals.
5. **Be sustainable and effective:** Increase our effectiveness through innovation and improvement that is socially, financially and environmentally responsible.

ECA is also strongly committed to reconciliation, our current **Reconciliation Action Plan** can be found on our website: [www.earlychildhood.org.au](http://www.earlychildhood.org.au).

## Position Purpose

The *E-Learning Designer* is responsible for designing and building online professional learning courses for the ECA Learning Hub.

The ECA Learning Hub is an online professional learning hub for early childhood professionals and services. Key products delivered to the early childhood sector include self-paced online learning modules and webinars/webcasts, live webinars, Communities of Practices and other blended professional learning. The ECA Learning Hub has over 40,000 active users. The ECA Learning Hub works closely with partner organisations to develop professional learning, including a Canberra based video production company, CRUX Media, that provides ECA with all the filming and editing services across Australia and the Learning Management System provider, Catalyst IT.

### Duties include:

- Design online professional learning
- Work collaboratively and cohesively within the ECA Learning Hub team
- Contribute to the planning and preparation of professional learning activities and projects including design concept development, project work plans, risk management and operations plans.
- Coordinate the upload of course content to the LMS
- Liaise with LMS site administrators to deliver a seamless and high quality experience for clients and stakeholders
- Be detail orientated and driven to produce high quality work with frequent revisions.

## Reporting Structures

The E-Learning Designer reports to the ECA Learning Hub Executive Manager and works closely with the Professional Learning team.

This position does not have supervisory responsibilities or delegations.

## Key Responsibilities

### 1. Design

- 1.1 Design online professional learning that embodies contemporary adult learning principles and the ECA online learning principles
- 1.2 In collaboration with peers to design, evaluate and deliver in terms of the story line that improves the value of online learning or story continuity
- 1.3 Demonstrate a robust understanding of high-quality learning and ability to conceptualise online professional learning that supports teaching and learning for clients/learners/stakeholders
- 1.4 Maintain awareness of up-to-date digital design and multimedia trends
- 1.5 Engage with both ECA teams and external stakeholders (including partners, subject matter experts and third parties) to design in-house and bespoke content.

## **2. Coordination and teamwork**

- 2.1 Work autonomously with initiative and attention to detail
- 2.2 Actively participate as part of team initiatives and projects
- 2.3 Effective communication, information sharing and problem solving practices
- 2.4 Work collaboratively and cohesively alongside peers and colleagues to deliver engaging professional learning
- 2.5 Cooperate with team members in a manner that reflects a commitment to the ECA vision, values, targets, objectives and project plans.

## **3. Planning**

- 3.1 Under the guidance of the ECA Learning Hub Executive Manager, contribute to the planning and preparation of professional learning activities and projects, including:
  - Design concept development
  - Implement and report against project work plans
  - development and administration of risk management and operations plans
- 3.2 Assist with updating work plans and adhering to project timelines and deadlines.

## **4. Brand and quality assurance**

- 4.1 Be alert to possibilities to improve processes and performance within the position and across the organisation
- 4.2 Working within a framework and organisational style guidelines to produce professional learning consistent with the Early Childhood Australia brand
- 4.3 Ensure, and advise, on consistency and compliance with ECA and Learning Hub branding
- 4.4 Work collaboratively with team members to ensure functional and high-quality professional learning.

## **5. Other relevant duties as required.**

### **Required**

- Design skills and sensibility
- Minimum 2+ years e-learning experience
- Excellent attention to detail and accuracy
- Demonstrated capability to work to competing design tasks, work schedules and tight deadlines
- Excellent applied knowledge Articulate Storyline 360 and Learning Management Systems
- Interpersonal skills.

### **Desirable**

- Postgraduate qualifications in education design or e-learning
- Experience with web design and web graphics.

Aboriginal and Torres Strait Islander peoples and people with disability are strongly encouraged to apply. We recognise, appreciate and utilise the unique insights, perspectives and backgrounds of each ECA employee, including gender diverse employees.

### **General Conditions of Employment**

- The salary for this role is Level 3 of the ECA Enterprise Agreement. Salary packaging is available.
- The role is a flexible part-time/full-time position, up to 75 hours per fortnight
- A 6-month probationary period will apply. The position description and individual performance will be reviewed at the end of the probationary period then annually.
- The role is based at the ECA National Office, ACT.