

Instructional Designer

Department for Child Protection

*Nurturing happy, healthy kids so they
can grow up safe and reach their full potential.*

CLASSIFICATION:	ASO6	DIRECTORATE:	Learning, Excellence and Innovation Academy
REPORTS TO:	Supervisor, Practice Development	FTE:	1.0
ROLES REPORTING TO THIS ROLE:	Nil		

ABOUT THIS ROLE:

The Instructional Designer is accountable to the Supervisor, Practice Development for providing high quality learning program design and development. This role is responsible for applying contemporary and best practice Learning and Development design skills with a specialization in digital learning technologies, blended approaches incorporating 70:20:10 and adult learning principles to develop clear, concise and engaging learning programs. The role will require the development of assessment tools to evaluate the effectiveness of training across a variety of levels. The role will also be responsible for upskilling and coaching other Learning, Excellence and Innovation Academy staff in learning program design, development and assessment tools across different delivery methods including online training modules.

YOU WILL BE ADDING VALUE BY:

- Design, develop, implement and evaluate learning and development programs that support current and new organizational strategies and direction.
- Review and evaluate existing learning programs and where appropriate, make recommendations on program changes to enhance learner experience and learning outcomes.
- Serve as lead in user testing and acceptance of all online learning and practice development applications.
- Contribute to the identification and development of flexible learning methods, strategies and learning resources for the delivery of educational programs to staff, taking account of geographic disparity and system constraints.
- Design, create and publish e-learning modules that meet learning needs at the organizational and learner level.
- Create and maintain program development and design templates to ensure a consistent and best practice approach to learning design.
- Manage design projects to achieve project objectives and delivery within agreed timeframes.
- Coach and mentor Learning, Excellence and Innovation Academy staff in instructional design concepts and practices including the use of e-learning authoring tools.
- Develop initiatives that facilitate DCP becoming a Learning Organisation
- Promote professional and appropriate behaviours and actions to support continuous improvement, high standards of service delivery and achieve organizational values.
- Interact with online learning, management systems, intranet and other learning technology resources efficiently and adapt to changes in technology/systems.
- Promote learning and development opportunities to all staff
- Work collaboratively and effectively with subject matter experts and stakeholders to produce high quality design solutions.
- Be aware of Aboriginal Cultural Practices and/or differences and seek cultural consultation to promote inclusive practice.
- Contribute to maintaining a safe and healthy work environment by taking personal accountability by identifying and reporting incidents, hazards, and injuries in accordance with DCP policy & procedure and cooperating and complying with reasonable instructions of DCP line management and WHS Officers.

WHO YOU WILL WORK WITH:

- Supervisor, Practice Development (direct line manager)
- Manager, Learning, Excellence and Innovation Academy
- Learning, Excellence and Innovation Academy Team members
- Senior Executives
- Line Managers and Supervisors

QUALIFICATIONS

Essential: Nil

Desirable: Workplace Training and Assessor qualification (Certificate IV in Training and Assessment, Diploma of Training Design and Development) as required by the Australian



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- Director, Learning, Excellence and Innovation Academy
- Other Learning and Development professionals within DCP
- Qualification Training Framework Standards or post-secondary qualification in Instructional Design.

YOUR CAPABILITIES:

- Proven skills and experience in instructional design, development and evaluation of Learning and Development programs.
- Demonstrated ability in using eLearning authoring tools including, Articulate.
- Substantial experience in developing and implementing Learning and Development best practice and contemporary strategies that are aligned to organizational requirements.
- Understanding of and application of best practice contemporary adult learning practices and evolving trends.
- Ability to manage the development of multiple learning programs concurrently.
- Ability to, coach and develop staff in relation to eLearning authoring, content design and LMS functionality.
- Proven ability to manage internal and external people relationships at all levels.
- Demonstrated commitment to understanding the needs and priorities of key stakeholders.
- Demonstrated high level verbal and written communication skills across a range of audiences.
- Experience in the evaluation, analysis and continuous improvement of learning and development programs.
- Demonstrate knowledge and commitment to promoting and creating a safe and inclusive work environment.

OUR COLLECTIVE RESPONSIBILITIES

SPECIAL CONDITIONS

- Maintain accurate and complete records in accordance with the *State Records Act 1997* and departmental policies, procedures and practice guidance.
- Understand and follow the requirements of confidentiality within the *Children and Young People (Safety) Act 2017*, and whole of government and DCP policies, procedures and practice guidance to facilitate appropriate standards of confidentiality and information sharing practice.
- Actively participate in performance development processes.
- Comply with reporting obligations arising from legislation, professional conduct standards including the Code of Ethics for the South Australian Public Sector, and departmental policies, procedures and practice guidance.
- Undertake mandatory training activities as specified with the DCP Mandatory Training Procedure.
- Actively contribute to Reconciliation, and to the aims and objectives of the Aboriginal & Torres Strait Islander Child Placement Principle.
- Demonstrate a commitment to preventing gendered violence against women consistent with DCP's status as a White Ribbon Accredited Workplace.
- Actively support DCP's commitment to ensuring a workplace culture that is respectful, safe and inclusive where our employees are free from discrimination and are recognised for the individual and collective skills and perspectives that they bring by virtue of culture, race, gender, disability, age, sexual orientation, gender identity, intersex status and other differences.
- Act at all times in accordance with the Code of Ethics for the South Australian Public Sector and legislative requirements including (but not limited to) the *Public Sector Act 2009* and *Work Health and Safety Act 2012*.

- You must have, or gain, a current Department of Human Services working with children check prior to being employed and renew this every five years before expiry.
- You must be an Australian resident or provide evidence that you have a current work permit.
- You will need to undertake training in Child Safe Environments – Reporting Child Abuse and Neglect and other mandatory training as required.
- The incumbent will be required to achieve performance targets as negotiated and mutually agreed with the Supervisor, Practice Development.
- You may be required to perform duties in other locations/divisions/units dependent upon Departmental requirements.
- Some intra/interstate travel (including in a small aircraft) including overnight stay may be required.
- Some out of hours and weekend work may be required.



YOU WILL CONTRIBUTE TO



OUR VISION is for all children and young people to grow up safe, healthy, connected and feeling loved so they reach their full potential.



OUR PURPOSE: The Department for Child Protection protects, cares for and empowers children and young people at risk and in care. We do this by working together with our key partners to respond to abuse and neglect, keep children and young people safe from further harm, help them heal from trauma and reach their full potential.



Leaders in practice excellence

Staff in all parts of child protection develop and use best practice in their work to deliver improved outcomes for children, young people, carers, and families.



Closing the Gap

We commit to a transformed child protection system that makes active efforts and where Aboriginal people and communities are empowered to lead decision making about the care and wellbeing of Aboriginal children and young people.



A child protection system that meets the needs of children and young people

We commission and deliver services based on a deep understanding of the needs of children and young people in care and our aspirations for them to heal from trauma and reach their full potential.



A thriving workforce

We are future focused in our workforce strategy, supporting and valuing our staff, proactively recruiting, and establishing sustainable systems, processes and workplaces that enable us to be highly effective.



Active and collaborative partnerships

We work together with our service partners and alongside the community to improve outcomes for children, young people, carers, and families.



Working alongside carers

We respect and value carers as vital partners in keeping children and young people safe and well.



Quality services and safeguarding

We are accountable and transparent, and pursue continuous improvements to promote the safety and wellbeing of children and young people throughout the services we fund and provide.

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