



## POSITION DESCRIPTION

POSITION DETAILS	
<b>Title</b>	Senior Learning Designer
<b>Type and Tenure</b>	1.0 EFT (negotiable) As per the DV Vic Enterprise Agreement 2017, to work within office hours of 7am-7pm, Monday–Friday
<b>Location</b>	Carlton, Victoria. Travel to locations around Victoria may be required as part of this role.
<b>Reports To</b>	Director, Workforce Strategy and Capability
<b>Direct Reports</b>	None
<b>Classification level / award</b>	DV Vic Level 6.1 + temporary salary loading
<b>Annual Remuneration</b>	\$100,774.18
<b>Employment period</b>	6 month fixed-term contract

CONTEXT	
<b>Organisational Context</b>	<p><b>DVRCV</b> DVRCV Domestic Violence Resource Centre Victoria (DVRCV) is a state-wide organisation working across the prevention of and response to family violence and violence against women, providing:</p> <ul style="list-style-type: none"> <li>• Training courses, forums, events and workshops</li> <li>• Resources for professionals, victim survivors, friends and family</li> <li>• Family violence websites and online resources</li> <li>• Advocacy and policy advice</li> <li>• Information and referrals</li> </ul> <p><b>DV Vic</b> Domestic Violence Victoria (DV Vic) is the peak body for specialist family violence services for victim survivors in Victoria. DV Vic is an independent, non-government organisation which:</p> <ul style="list-style-type: none"> <li>• advocates and provides advice to government with and on behalf of our members</li> <li>• leads innovation and influences policy, legislation and community attitudes</li> <li>• works with our members to strengthen specialist family violence practice and build the capacity of human services</li> <li>• works respectfully and collaboratively with all our partners</li> </ul>

	<p>DV Vic’s work is informed by the experiences of adult and child victim survivors impacted by family violence.</p> <p><b>Merger</b>  In March 2020, DV Vic and DVRCV agreed to merge under the umbrella of DV Vic. DV Vic is the peak body for specialist family violence services in Victoria, working from an intersectional feminist approach, informed by an understanding of the gendered nature of violence and with the interests of all victim survivors at the heart of everything we do.</p>
<b>Diversity and inclusion</b>	<p>DVRCV and DV Vic are committed to providing flexible and accessible working arrangements for all. This includes people with a disability, Aboriginal and Torres Strait Islander people, culturally, religiously and linguistically diverse people, young people, older people, women, and gay, lesbian, bisexual, transgender and gender diverse, intersex or queer people.</p> <p>We recognise the strength and value in diversity, remain open to new approaches and actively foster an inclusive workplace that celebrates the contribution made by all our people.</p>
<b>Role Context</b>	<p>DVRCV is a statewide resource centre who aims to focus on building the capacity of systems, organisations and professionals to prevent and respond to family violence. We are also a Registered Training Organisation (RTO) who provides training and capacity building activities to meet workforce development needs from prevention to response.</p> <p>This role will be responsible for adapting DVRCV’s face to face prevention and response training packages into an online environment, ensuring the relationship between learning outcomes, tasks and activities is aligned; and using design thinking principles to problem solve the required adaptations to online learning. A key aspect will be maintaining, enhancing and/or developing rich and engaging learning materials and designing interactive, social and collaborative online activities.</p> <p>The Senior Learning Designer will be situated in the Workforce Strategy and Capability team at DVRCV, however will be required to work in close collaboration with the Prevention of Violence against Women team.</p> <p>This role will be employed by DV Vic and initially based at DVRCV during the merge transition period.</p>

<b>KEY RESPONSIBILITIES</b>	
<b>Strategy and Leadership</b>	<ul style="list-style-type: none"> <li>Actively support an organisational culture that is based on a feminist framework to empower and support women, as well as promoting accountability, quality, good governance and staff well-being</li> </ul>

	<ul style="list-style-type: none"> <li>• Provide guidance to the Director, Workforce Strategy and Capability on best practice and contemporary approaches to online learning and development</li> </ul>
<b>Operational</b>	<ul style="list-style-type: none"> <li>• Design and develop high quality and innovative online learning content for a range of audiences</li> <li>• Ensure training materials address compliance requirements from a range of sources</li> <li>• Ensure that training materials and resources reflect current evidence-informed practice, working in close consultation with subject matter experts and others within the Workforce Strategy and Capability and Prevention of Violence against Women teams</li> <li>• Develop tools and practices that will contribute to building DVRCV's blended and online learning capacity</li> <li>• Provide expertise in regard to sound design and development principles in the training space</li> <li>• Ensure all products are developed to be engaging, appropriate, and meet compliance needs where applicable</li> </ul>
<b>Risk and Compliance</b>	<ul style="list-style-type: none"> <li>• Proactively manage OH&amp;S risks</li> <li>• Report monthly to the Director, Workforce Strategy and Capability</li> </ul>
<b>Stakeholder Management</b>	<ul style="list-style-type: none"> <li>• Develop effective working relationships with a wide range of key government and non-government stakeholders as required</li> </ul>
<b>Organisational Expectations (same for all staff)</b>	<ul style="list-style-type: none"> <li>• Work within an evidence based feminist framework that addresses all violence against women (including family violence) as a gendered issue</li> <li>• Adhere to DV Vic and DVRCV's values in all internal activity and when representing the organisation</li> <li>• Participate in, and contribute to, staff meetings/events/celebrations</li> <li>• Identify professional development needs and share new knowledge with others</li> <li>• Support the development of new resources, policies and practice</li> <li>• Adhere to all policies in the DV Vic/DVRCV Policy Manuals</li> <li>• Other duties as required</li> </ul>

<b>KEY SELECTION CRITERIA</b>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualification in, and/or equivalent demonstrable experience (at least 3 years) in:</li> </ul>

	<ul style="list-style-type: none"> <li>○ Instructional Design and/or Interactive Digital Media Development, or related field, or</li> <li>○ Educational Design and/or Education, with an Instructional Design focus</li> </ul>
<b>Skills and Experience</b>	<ul style="list-style-type: none"> <li>● Experience in designing successful training programs with a strong understanding of contemporary training methods and tools, adult learning principles, and the application of these to maximise learning outcomes</li> <li>● Ability to effectively translate practice knowledge into engaging training materials</li> <li>● Experience in continuous improvement of training products that are targeted to meet specified outcomes, for specific audiences</li> <li>● Well-developed problem solving, conflict resolution and decision-making abilities</li> <li>● Excellent time management and organisational skills</li> <li>● Knowledge of key primary prevention and response frameworks and standards and/or the specialist family violence and prevention sectors (desirable)</li> </ul>

<b>ADDITIONAL INFORMATION</b>	
<b>Work Health and Safety</b>	<p>All employees are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as well as cooperating with any measures introduced in the workplace to improve work health and safety.</p> <p>DVRCV is currently working remotely, and office equipment will be provided to the successful candidate in accordance with OH&amp;S requirements.</p>
<b>Police Check</b>	A national police record check is required as part of the recruitment process.