

## Job Description

<b>Position:</b>	Instructional Designer (VET Specialist)
<b>Employment Status</b>	Contract
<b>Classification:</b>	Social Community Health Care and Disability Services Industry Award
<b>Responsible to:</b>	Manager Learning and Development
<b>Responsible for:</b>	Design and development of quality training materials

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### About MHCC

The Mental Health Coordinating Council (MHCC) is the peak body for non-government mental health community-managed organisations (CMOs) across New South Wales (NSW). MHCC has over 100 voting member organisations which provide a diversity of psychosocial and clinical services. MHCC advocates recovery oriented and trauma informed practice and works closely with its members and other stakeholders to build capacity and improve mental health conditions, their families and carers in NSW.

MHCC takes a leadership role in advocating the vital importance of the mental health community managed sector. We participate extensively in policy reform and work in partnership with State and Commonwealth Governments to build cross-sectoral collaboration and understanding.

We initiate, manage and conduct research and sector development projects on behalf of and in partnership with the sector and build capacity through partnerships, collaboration and workforce development.

MHCC is a Registered Training Organisation (RTO) providing accredited and non-accredited courses and professional development to community sector workers and other stakeholders.

### MHCC's Vision

*People with lived experience are the drivers of positive change in all mental health services and mental health reform*

### MHCC's Purpose

*To build the capacity and ability of community organisations to support people on their recovery journey*

### MHCC's Underlying Principles

- Good mental health is about the whole person: their psychological, physical, emotional and spiritual needs
- Service user input is central to the promotion of mental health and the delivery and management of services
- Communities need to provide a diversity of mental health services designed to meet local needs

- An across-government and sector approach to mental health promotion and service delivery is required
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### **About the Role**

The Instructional Designer plays a crucial role in the development, repurposing and continuous improvement of MHCC LD's accredited and non-accredited training and assessment materials. Working collaboratively with the LD Manager, LD Team Leader, Compliance/Quality Coordinator, external authors and the wider LD team the Instructional Designer will have responsibility for all aspects of MHCC LD's instructional design chain – from original concept to quality end-user product.

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### **Key Accountabilities**

#### **Consultation and Advice**

- Provide expert advice in all aspects of instructional design, learning design and training delivery methods
- Provide instructional design consultation services to external stakeholders as required
- Support the development of frameworks, systems, processes and procedures which ensure the development of high quality and compliant training and assessment materials
- Consult and work collaboratively with MHCC's Online Learning Coordinator as required
- Consult and work collaboratively with MHCC's Compliance and Quality Coordinator to ensure all accredited training and assessment materials are compliant with RTO standards

#### **Instructional Design**

- Utilise expertise to ensure development of high quality VET training and assessment materials that comply with the *Standards for Registered Training Organisations (RTO) 2015*
- Develop professional development courses which meet approved specifications and customer needs
- Project manage the instructional design process from original concept to finished product ensuring the application of quality assurance processes to identify and rectify instances of poor quality at each step of the design chain
- Lead the drafting of training development guides, templates and flowcharts
- Repurpose training materials for multiple uses, i.e. on and off campus, blended pathways, online, fast tracked, recognition and professional development
- Liaise with training customers in the development of bespoke training
- Provide expert advice and support to internal and external authors and subject matter experts to ensure that training materials meet all instructional and learning design requirements, i.e. comply with relevant standards, match relevant units of competency, comply with assessment rules of evidence, ensure materials are applicable to the qualification level and meet end-user needs
- Maintain an understanding of the changing professional development needs within MHCC's sectors of interest and apply this understanding in identifying new training opportunities
- Participate in training needs analysis activities

### **Relationship and Document Management**

- Maintain effective relationships across MHCC and with external customers
- Manage MHCC LD's document management processes

### **Professional Development**

- Undertake professional development activities as required to maintain awareness of best practice in instructional and learning design and training delivery methods

### **Compliance and Quality Assurance**

- Ensure industry and VET competencies are maintained in accordance with the *Standards for Registered Training Organisations (RTO) 2015* and with MHCC's policy and procedures
- Work with the LD Team in maintaining all training and assessment documents and data bases to RTO standards
- Participate in MHCC professional development activities as required
- Conduct all activities in a manner which reflects MHCC's values
- Participate in the evaluation of training and assessment materials and delivery models
- Monitor training and assessment materials and delivery models to ensure they recognise and reflect:
  - Recovery orientated practice
  - Trauma informed practice
  - Industry needs and expectations
- Develop and maintain an instructional design culture which consistently represents MHCC values and its role as an industry based RTO that is responsive and adds value to the sector
- Provide a client-friendly service that caters for, and delivers on, industry needs and ensures the delivery of quality customer service

### **Other**

- Positively represent MHCC at all times, understand MHCC's mission and aims and actively be aware of MHCC's role as a peak body
- Attend MHCC meetings as required
- Promote the profile of the MHCC and LD to the sector and other relevant parties
- Adhere to MHCC's policies and procedures and workplace/industry requirements
- Contribute to development and review of LD policies and procedures and systems
- Ensure compliance with all Commonwealth and State legislative requirements governing the MHCC business activities (including but not limited to EEO, Anti-discrimination, WHS, VET)
- Travel within NSW and interstate as required
- Complete other duties as required

### **Key Selection Criteria**

#### **Mandatory**

- Experience in a similar role in an RTO
- Demonstrated experience in the design of vocational education products such as resource manuals, assessment plans, compliance maps, training and assessment strategies, trainer and marking guides
- Experience in repurposing existing training materials

- Good understanding of vocational education, RTO compliance, national training packages and adult learning principles
- Relevant qualification
- Demonstrated experience in developing training to meet customer specifications
- High level communication and interpersonal skills
- Demonstrated problem solving ability
- Ability to work autonomously and within a team

**Desirable**

- Experience in designing online/distance training materials
- Certificate IV in Training and Assessment
- Experience working in the community sector

**Qualification**

- Diploma of Training Design and Development, or similar and/or higher qualification, or extensive industry experience.