

A GUIDE FOR JOB APPLICANTS

ACON is Australia's largest health organisation specialising in community health, inclusion, and HIV responses for people of diverse sexualities and genders.



Instructional Designer, ACON Pride Training

This is a great opportunity for an independent and highly motivated individual with significant instructional design experience to thrive.

ACON Pride Training has over 35 years of in-depth expertise in gender and sexuality diverse health training and professional development. We are also Australia's largest and most recognised national provider for promoting inclusion and diversity, operating across all states. We have a range of solutions to suit organisations of any size, health and wellbeing service providers, large employers, small business and community groups.

Our in-person, eLearning and webinar training offerings use a variety of activities, media and resources to engage with participants. We co-design with community members and professionals to address the barriers our communities experience. The training offerings are highly interactive with an emphasis on practical skills development, application to own practice, and peer-driven stories.

- We're looking for a committed, experienced, innovative and high performing employee to develop new eLearning packages, presentations, and other media elements. (This could mean coordinating videoshoots, photoshoots, and working with animation teams) Topics would range from Trans and Gender Diverse Inclusive Practice to HIV 101 for non-health workers and LGBTQ Aged Care. We focus on several key health priority areas amongst our communities.

Our new Instructional Designer will have a strong track record in using Articulate 360, specifically Articulate Storyline, to develop eLearning. Ideally, the successful candidate will have at least 3- 5 years of experience designing and developing engaging eLearning. We also use Adobe and Canva for design work and presentations.

This position at ACON is responsible for working closely with several internal and external project teams to ensure content is correct and up to date. Our instructional designer will like to have several projects moving at the same time. #organisation #timemanagement. This is a busy and highly rewarding role for a person with an interest in learning and design.

This is a fantastic role and we are keen to welcome another high-calibre employee to ACON and the Pride Training team. This role is offered on a 12-month contract.

For more information about the role please contact, Joe Lonn, Manager, Training Services Development at JLonn@acon.org.au.

Applications close 5pm, Sunday 4 April 2021.

ACON is an EEO employer and encourages people with HIV, and Aboriginal and Torres Strait Islander people in particular, to apply.

www.acon.org.au

Working at ACON

ACON provides a colourful, nurturing, and fun workplace. Our employees and volunteers are the foundation for our ongoing effectiveness and for our capacity to deliver leading practice services to our communities.

We offer flexible working arrangements and a generous array of entitlements often above the National Employment Standards (NES) including:

- Salary Packaging up to \$30,000 gross up value (i.e. currently up to \$15,899 tax free)
- Generous leave entitlements include:
 - An extra week of paid leave to be taken during our Christmas and New Year's shutdown period;
 - 12 days of paid personal leave per year (10 days under NES);
 - 14 weeks paid parental leave in addition to the government arrangement;
 - Paid Additional Health Care Leave for ongoing and once-off issues affecting health (including Family and Domestic Violence Leave),
 - Education Leave of up to 70 hours per annum.
- Employee Assistance Program (EAP) - access to a comprehensive counselling service free to employees

How do I apply?

You must email us the following three documents in MS-Word or PDF format to vacancy@acon.org.au:

1) An ACON Application Form

You can download this at www.acon.org.au/jobs

2) Your Cover Letter outlining your Claim against the Selection Criteria

Tell us how you meet each of the Selection Criteria in the Position Description in detail.

Let us know how your skills and experience relate to the requirements of the position and how you can use them to excel in this job.

To do this, please address each criterion separately in point form. You should use statements with examples that clearly demonstrate your competency in a particular area.

Applicants who do not demonstrate that they meet the requirements of the position will not be invited to attend an interview.

3) Your Resume

Tell us about your previous employment and your education. Be sure to include:

1. Your **Name** and **Contact details**

2. Your **Education** including any degrees you have received, the institution and its location and the date of your graduation. You might also want to include your major/minor fields, any honours, and publications.
3. Your **Work Experience** including jobs, internships, and volunteer work.

How does recruitment work at ACON?

There are five main steps in the process:

1) Application

ACON receives your application, cover letter and resume. You will receive an email from our HR Team acknowledging that we have received your documents.

2) Shortlisting

A selection panel of 2-4 qualified persons will review all the applicants and offer interviews to those applicants whose applications best address the requirements of the position. Individuals that are selected will also be asked to review an eLearning module of ours before attending the interview.

3) Interview

If you are shortlisted for interview you will be contacted by the chairperson of the selection panel and invited to an interview. Your interview may take the form of a question and answer session, a presentation of your previous work, a test of your computer skills, or any other form that is relevant to the position. The chairperson will let you know the format of the interview and any documents, presentations, or examples of previous work that you might need to bring with you.

4) Offer

Appointments to positions with ACON are based on merit. This means that the applicant who is judged to be the most capable of carrying out the duties of the position will be offered the job. The decision to make you an offer is based on your written application, your performance at interview, and successful Referee Checks, Criminal Record Checks and Working with Children Checks (if applicable).

5) Acceptance and Commencement

Once a salary and start date have been agreed, you will receive a commencement pack from the HR Team including your contract and other documents (e.g. the ACON Code of Conduct, Tax File Declarations, Bank Deposit details, Superannuation Choice forms, etc.). Once these are returned to the HR Team, you are ready to start work on your agreed date.

How long does it take to hear back on my application?

If you have applied via email, you will be sent a return email within 1-3 business days acknowledging receipt of your application. After the closing date of the vacancy, your application will then be reviewed, and we will contact to inform you of the result of the recruitment within 4-8 weeks after the application closing date.

If you are successful in gaining an interview, the chairperson of the selection panel will contact you by telephone to arrange a suitable date and time for the interview. Otherwise, we will contact you by email to advise you that your application has been unsuccessful on this occasion. If you are not selected for an interview, this is when you will receive an email from our HR Team informing you that your application was not successful on this occasion.

Position Description

Position Title: Instructional Designer

Work Level: Operational

Reports to

Manager, Training Services Development

Position Overview

The position will support content development and the design for Pride Training's facilitated training and eLearning projects. ACON Pride Training provides nationally, sexuality and gender diverse, inclusive practice training, primarily to health and wellbeing professionals. The purpose of this role is to design, develop and evaluate both new and existing blended learning solutions to support ACON's strategic priorities.

Main Activities

- Work collaboratively with your team, stakeholders and subject matter experts to facilitate the design of learning experiences that are innovative and engaging.
- Participate and support co-design process with sexuality and gender diverse communities and people living with HIV, as well as other community engagement strategies.
- Analyse learning needs to design targeted and scalable learning solutions
- Design blended solutions, appealing to the learner and complementing their learning style by applying adult learning principles and best practice learning design
- Support stakeholders with the implementation of learning via train-the-trainer, user acceptance testing and socialisation of initiatives.
- Contribute to the design elements for the development of professional eLearning, presentations, and job aids for a range of stakeholders, including government bodies and health and wellbeing service providers.
- Actively participate in and contribute to an ongoing process of supervision, unit meetings, team meetings, general staff meetings, quality improvement and professional development strategies.
- Perform other duties to assist with the work of the unit as requested by your supervisor (or designate).

Selection Criteria:

Essential

1. At least 3- 5 years of experience designing and developing engaging eLearning, centred in creative and innovative design.
2. Strong track record in using authoring and design software, such as Articulate 360 (required), Adobe or Canva (preferred), to develop eLearning.
3. Strong administration and organisational skills, including computer literacy.
4. Demonstrated application of best practice learning methodologies (e.g. ADDIE; 70:20:10) in the design of learning solutions and assessments.
5. Ability to think creatively, identify and explore new training concepts and best practice approaches to support the development of learning initiatives.
6. Competence developing facilitated learning (face-to-face and webinar), backed with relevant collateral, e.g. PowerPoints, job-aids, and leader's guides.
7. Excellent interpersonal, customer service and communications skills, both written and verbal, and the ability to liaise and negotiate effectively with a variety of vendors and stakeholders from diverse backgrounds and ability to produce professional documents, briefings and reports.
8. Understanding of and commitment to sexuality and gender diverse communities.
9. Demonstrated ability in community consultation and the ability to represent the organisation in a range of forums.

Desirable

1. Tertiary qualifications in a relevant field (such as instructional design, education, health promotion, community health/support, social sciences) or equivalent experience.