

Position Description



**NORTHERN
LAND COUNCIL**
Our Land, Our Sea, Our Life

Job Title:	Learning Designer	Position No:	CP30
Department:	Corporate Services	Branch/	Education & Employment Pathways
Classification Level:	Professional Stream (PO2) – Senior Professional Officer (SPO)	Unit	Learning & Development
Reports to:	Senior Learning & Development Business Partner	Direct Reports:	Nil
Location	Darwin	Date Approved:	September 2023

OUR ROLE

The Northern Land Council (NLC) is responsible for assisting Aboriginal people in the Top End of the Northern Territory to acquire and manage their lands and seas under the Aboriginal Land Rights Act (Northern Territory) 1976 (Cth) and the Native Title Act 1993 (Cth).

Nearly 50 years on we continue to serve over 50,000 Aboriginal people of the Top End and remain committed to enhancing Aboriginal peoples social, political and economic participation by supporting their aspirations and amplifying their voices on a range of issues impacting on their lands, seas, culture and communities.

OUR RESPONSIBILITIES

Consult

- With Traditional Owners
- Present and explain options to enable them to make decisions and choices with free, prior and informed consent
- Engage in two-way communication to actively listen and explain meaning

Be Responsive

- To Aboriginal people's needs and effectively advocate for their rights and interests
- Provide effective services to the people we represent and other stakeholders
- Complete actions and tasks in a timely way, be accountable by to the people we represent

Respect

- Aboriginal law, culture and tradition
- Our stakeholders and those who we work with
- Act with integrity, honesty and fairness
- Act in a manner that is appropriate and sensitive to cultural differences

Social Justice

- Promote the rights and participation of Aboriginal people to achieve equity, fairness and opportunity
- Demonstrate strong leadership and advocate on behalf of Traditional Owners

Our Land, Our Sea, Our Life



YOUR ROLE

The Learning Designer is responsible for developing learning experiences for delivery to NLC staff and works collaboratively with both internal and external stakeholders to design, create, curate and deliver impactful learning content for the NLC workforce to build our organisational, operational and people capability.

This position is required to operate and deliver content based on the theories of adult learning and modern instructional design practice and will be pivotal to creating and delivering innovative learning content that educates and motivates staff during their employment/learning journey.

YOUR RESPONSIBILITIES

- Collaborate with cross-functional teams, including subject matter experts (SMEs) to translate strategy and operations into learning outcomes to design, develop and deliver innovative learning content.
- Apply instructional design principles to create engaging and effective learning experiences for virtual or face-to-face instructor-led sessions, such as e-Learning modules, instructor-led training, instructional guides/videos, assessments and blended learning solutions.
- Adapt and repurpose existing and/or develop new multimedia content (including presentations, images, videos, interactive simulations and assessments) to enhance learning engagement and comprehension to suit different learning formats and staff needs.
- Coordinate and project manage a portfolio of instructional design projects whilst fostering positive working relationships with stakeholders.
- Regularly review and evaluate learning content and perform quality checks to ensure accuracy, consistency and alignment with instructional design standards and NLC brand guidelines.
- Adhere to the NLC Code of Conduct and work in a manner which is professional, respectful, and collaborative to foster sound working relationships within your immediate team and the broader NLC organisation.
- Actively participate in performance enhancement processes and the learning and development requirements of your role.
- Ensure your personal health and safety and that of others by undertaking your duties and tasks in a safe manner and complying with NLC's WHS management system and associated policies and procedures

POSITION REQUIREMENTS

ESSENTIAL CRITERIA

- Certificate IV in Learning Design and Facilitation or other relevant qualification
- Minimum two (2) years' experience in a relevant field
- Proficiency in using eLearning authoring tools (e.g., Articulate, Adobe Captivate) and learning management systems (LMS) to develop and deliver interactive and multimedia-rich learning content that resonates with diverse learners.
- High-level cross-cultural, interpersonal and verbal communication skills with an ability to effectively liaise, engage and coordinate across an organisation and to build productive working relationships with work colleagues, constituents and external stakeholders.
- Highly organised project manager with strong attention to detail, with a proven ability to deliver a portfolio of learning content development projects, within set timeframes and budget.
- Demonstrated understanding of, and interest in, the lived experiences of Aboriginal people in the NLC region.



DESIRABLE CRITERIA

1. Experience working with, and developing learning content for culturally and linguistically diverse groups, including Aboriginal and Torres Strait Islander people.
2. Proficiency in graphic design including video/image editing and production.
3. Experience with scripting and storyboarding for video-based learning materials.
4. Experience delivering or facilitating training in an organisational context (either face-to-face or virtually).

Signature Certificate

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