



## Position Description

### POSITION DETAILS

Position Title:	eLearning Developer		
Location:	National Office (Surrey Hills)		
Reports To:	Learning and Development Manager		
Direct Reports:	NA		
Employment Status	Full time <input type="checkbox"/>	Part time <input checked="" type="checkbox"/>	Casual <input type="checkbox"/>

### OUR VISION AND PURPOSE

The Continence Foundation of Australia's (the Foundation) vision is for an Australian community free of the stigma and restrictions of incontinence across the lifespan. We will aim for this through research, advocacy, solutions, consumer education and professional development.

### STRATEGIC PILLARS

<b>Ensure Better Access</b> To deliver high quality continence information, resources, education and services in Australia
<b>Be a Leading Peak Body</b> That is widely recognised and acknowledged nationally and internationally as the Australian expert voice for continence
<b>Be a Unified Body</b> That has the governance and organisational capacity to deliver our vision and purpose
<b>Grow successfully and Sustainably</b> To ensure we can continue to achieve our vision and purpose

### PURPOSE

*To create interactive and engaging eLearning content for health professionals and others who support those living with bladder and bowel health issues.*



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### VALUES AND BEHAVIOURS

Values	Behaviours
<b>Accountability</b>	We are responsible for our individual and team actions and behaviours and the outcomes they produce
<b>Respect</b>	We will respect each person within our organisation and all external individuals and stakeholders
<b>Integrity</b>	We will act with integrity and be open and honest, within our teams and the organisation, and when dealing with all external individuals and stakeholders
<b>Inclusiveness</b>	There are no barriers to engagement and participation, no one is excluded, and diversity is celebrated

### RESPONSIBILITIES

Development of eLearning Materials
Translate prepared storyboards into interactive and engaging eLearning materials and content using Articulate Rise
Ensure all online learning materials conform to the style and quality standards of the Foundation
Upload courses to the Learning Management System (LMS)
Make improvements to eLearning materials based on internal and external stakeholder feedback
Make changes as directed to existing courses currently sitting on the LMS
LMS Administration
Manage technical learner queries related to the LMS
Prepare monthly reports on learner demographics and progress using the LMS
Provide advice to the Learning and Development Manager of any issues or potential areas for improvement
Manage existing online courses to ensure their currency and efficacy to designated workforce groups

### KEY PERFORMANCE INDICATORS (KPI'S)

Key Performance Indicators
All Employees
Alignment to expected values and behaviours demonstrated
Compliance with Work Health and Safety Policies and Procedures
Compliance with Company policies and procedures
Positive and effective stakeholder relationships and feedback



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### Role Specific

- All online eLearning courses are completed to a high standard and within required timeframes
- Stakeholder feedback is used to enhance eLearning materials
- Learner technical queries are addressed or escalated in a timely manner
- Reports completed on time

### CORE COMPETENCIES

- Creative and innovative
- Advanced skills in use of Articulate Rise
- High level of attention to detail
- Strong written and oral language skills
- Intermediate to advanced computer skills, including knowledge of MS Suite (Word, Excel, etc.)

### QUALIFICATIONS/EXPERIENCE

Essential
Relevant qualification or commensurate experience in online eLearning development
Demonstrated knowledge of online learning principles
Demonstrated knowledge of preparing online learning for an adult audience
Extensive experience using Articulate Rise
Experience working with a Moodle based Learning Management System
Desirable
Managing multiple projects

This position description has been designed to indicate the general nature and level of work performed by employees within this position. It is not designed to contain or be interpreted as a total inventory of all duties, and responsibilities that may be required of employees assigned to the role.



Continence  
Foundation  
of Australia

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### EMPLOYEE DECLARATION

I

*(Applicant's Name)*

hereby understand and accept the conditions of the position description as detailed herein for the position of

*(Position)*

**Applicant's  
signature**

**Date**

Approved January 2024