# Position Details

## Communication & Information- CSOF4

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| The following information is for applicants |
| Advertised Job Title | Instructional Designer |
| Job Reference | 69592 |
| Tenure | Term appointment until 30 April 2021 Full-time  |
| Salary Range | AU$83,687 to AU$94,679 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Negotiable |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | * Australian Citizens and Permanent Residents
* New Zealand Citizens who usually reside in Australia
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| Position reports to the | Digital Learning Manager |
| Client Focus – Internal | 80% |
| Client Focus – External | 20% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Nerissa Jones via email at Nerissa.Jones@csiro.au or phone +61 2 4960 6348 |
| How to apply | Apply online at <https://jobs.csiro.au/> Internal applicants please apply via **Jobs Central**If you experience difficulties when applying, please email careers.online@csiro.au or call 1300 984 220. |

### Role Overview

CSIRO Education and Outreach (CEdO) is focussed on creating the innovators of the future bydeveloping and providing high quality, innovative and authentic STEM education experiences for schools, and their students and teachers; Australian universities, their staff and students; industry and private enterprise; as well as the general public.

CEdO is developing its online teaching strategy and capacity to deliver programs, build learning communities and collaborative hubs. It is in the process of establishing a learning management system that will facilitate greater engagement with external audiences and stakeholders.

This role will develop online learning content, build courses and provide instructional design advice to CEdO staff in developing online learning content based on instructional theory and best practices in the field. The role will also contribute to the development and implementation of CEdO online learning strategy and work with CSIRO’s IM&T and Digital Learning Manager to ensure system integration.

### Duties and Key Result Areas:

* Build online courses and develop content for an adult and school aged learners.
* Support and build capacity of subject matter experts to develop and implement online learning content.
* Communicate effectively and respectfully with all staff, clients and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation.
* Provide coaching and on-the-job training to work colleagues.
* Work collaboratively with colleagues within your team, the business unit and across CSIRO, to reach objectives and (where relevant), establish networks with other teams and professionals in their field as a member of an often regionally dispersed team.
* Generate improved solutions in work situations, trying creative ways to deal with problems and opportunities.
* Negotiate with clients to establish service deliverables and obtain and act on feedback from clients, taking personal responsibility for maintaining client satisfaction and correcting problems promptly and in a constructive manner.
* Under general direction apply knowledge and skills to set work priorities, normally within a clear statement of objectives, operating as an individual, member of a team, or a team leader, depending on the size and complexity of the work unit.
* Establish networks with other professionals in your field to ensure that the information/technology that is being utilised continues to add value to the Business Unit’s operations.
* Apply supervisory skills to effectively utilise available resources, including budget responsibilities, and the development of staff.
* Lead or assist the development and training of staff outside your immediate work group in areas related to your technical expertise.
* Develop procedures and practices where there is a range of possible alternatives and methods of approach and judgement is required to select the most suitable option.
* Communicate openly, effectively and respectfully with all staff, clients and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation.
* Work collaboratively as part of a multi-disciplinary, often regionally dispersed research team, and business unit to carry out tasks in support of CSIRO scientific objectives.
* Adhere to the spirit and practice of CSIRO’s Code of Conduct, Health, Safety and Environment procedures and policy, Diversity initiatives and Making Safety Personal goals.
* Other duties as directed.

## **Required Competencies:**

* **Teamwork and Collaboration:** Cooperates with others to achieve organisational objectives and may share team resources in order to do this. Collaborates with other teams as well as industry colleagues.
* **Influence and Communication:** Uses knowledge of other party's priorities and adapts presentations or discussions to appeal to the interests and level of the audience. Anticipates and prepares for others reactions.
* **Resource Management/Leadership:** Allocates activities, directs tasks and manages resources to meet objectives. Provides coaching and on the job training, recognises and supports staff achievements and fosters open communication in the team.
* **Judgement and Problem Solving:** Investigates underlying issues of complex and ill-defined problems and develops appropriate response by adapting/creating and testing alternative solutions.
* **Independence:** Recognise and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).
* **Adaptability:**Copes with ambiguity or situations that lack clarity. Adapts readily to changing circumstances and new responsibilities (which may include activities outside own preferences) in the interests of achieving team objectives. Recognises the need for and undertakes personal development as a result of changes.

## **Selection Criteria**

#### Essential

*Under CSIRO policy only those who meet all essential criteria can be appointed.*

1. A tertiary qualification in instructional design or other relevant degree.
2. Demonstrated knowledge and understanding of Aboriginal and Torres Strait Islander societies, cultures, and the issues affecting these cultures in Australian society and a demonstrated ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander peoples.
3. Demonstrated record of successfully designing, delivering and monitoring effective online learning experiences and SCORM-packaged eLearning resources which build upon instructional theory and best practice, delivering value to users and the organisation.
4. Demonstrated ability to work with internal and external stakeholders to achieve outcomes using outstanding communication skills with ability to listen and communicate effectively in visual, oral and written form.
5. Excellent organisational skills with exceptional follow through and attention to detail; and an ability to manage uncertainty, remain adaptable in changing circumstances and maintain professionalism.
6. Knowledge of, and understanding of, the Australian Curriculum and issues facing school STEM education, education programmes and their target audiences and ability to meet learning principles for both adult and/or school aged learners.

**Desirable:**

1. User interface (UI) and/or user experience (UX) design experience.

**Special Requirements**

Appointment to this role may be subject to conditions including provision of a national police check as well as other security/medical/character clearance requirements.

* The successful candidate will be asked to obtain and provide evidence of a National Police Check or equivalent. Please note that people with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.
* This role has child safety obligations. Accordingly, the successful candidate will be required to obtain or provide evidence that they hold a working with children check prior to confirmation of appointment.
* Ability to travel both locally and interstate, as required.

## **About CSIRO:**

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