

POSITION DESCRIPTION

AFAO Learning Content Developer

Position Objective

To support the Australian Federation of AIDS Organisations (AFAO) to develop and implement a high-quality on-line learning program that contributes to the capacity of the workforce across HIV community-controlled organisations in Australia. This position involves developing content for learning packages and supporting the implementation of the program overall.

Location and Reporting Structure

This position is based in Sydney, Australia, and reports to the Manager, National Programs. The position is initially offered on a two year contract with potential for extension.

Organisational Context

In Australia, AFAO leads the national effort to end HIV on behalf of its member organisations who represent the diverse communities most affected by HIV – sexuality and gender diverse communities, sex workers, people who inject drugs, people with HIV and Aboriginal and Torres Strait Islander communities.

One element of that leadership role is supporting the capacity of its member organisations to sustain and continually adapt the HIV response to meet contemporary challenges.

AFAO has recently secured funding for a two year workforce development program to strengthen the skills of the workforce (including education and health promotion staff, and peer educators) working in AIDS Councils and People Living with HIV (PLHIV organisations). This program is multi-dimensional and includes:

- Providing information and skills development opportunities for staff who are new to the sector.
- Providing advanced practice development for staff on core modalities (such as campaign development), and on addressing the needs of specific populations at risk of HIV in Australia at this time.
- Supporting peer learning and generative collaboration to address emerging and as-yet unsolved challenges in the Australian epidemic.
- Commissioning opinion papers that support the ongoing evolution of the Australian HIV response to inform the development and translation of knowledge for the workforce.

The primary audience for this workforce development is staff working at AIDS Councils and PLHIV organisations across the country. However, it is anticipated that the learning opportunities available via the initiative will also be of great benefit to a wider workforce (such as other HIV community-based organisations, and mainstream organisations that play a role in the local HIV response) and that the development of the program will explore and embed opportunities for monetising delivery to these secondary audiences.

Principal Duties

The Learning Content Developer is an integral member of AFAO, dedicated to the common goals of ending HIV transmissions and reducing its impacts. They will support AFAO in championing this cause by participating in innovative and strategic initiatives to achieve AFAO's mission. Reporting to the Manager, National Programs, and working closely with the Learning Program Coordinator and Content Developer, and other staff employed on the program, the Learning Content Developer will be responsible for:

- Contributing to the development of the online learning platform.
- Mapping existing learning modules that could be incorporated or adapted for this platform.
- Developing content for learning modules and packages, including curriculum, learning materials (including materials to support peer learning) and assessment tools.
- Supporting the dissemination of substantial reviews of emerging knowledge, technology and practice, including working with AFAO colleagues on commissioning authors and managing the contracts for those pieces of work.
- Contributing to planning for national online workforce convenings for discussion of emerging issues and with specific workforces.
- Collaborating with other team members working directly on this initiative, including the Learning Program Coordinator and Content Developer, E-Learning Designer, Learning Coordinator and Graphic Designer.
- Consulting with a national forum of AFAO's member organisations to ensure programs are relevant and support practice development.
- Contributing to reports and communications for the Commonwealth Department of Health and the AFAO's Board.
- Understanding, implementing, participating in, and promoting AFAO's business processes, policies and procedures, and WHS objectives, processes and procedures.
- Performing other appropriate duties and responsibilities as assigned by the Manager, National Programs.

Challenges and Problem Solving

The position-holder will be expected to manage the following challenges:

- Developing on-learning learning packages that include content and materials to support increased knowledge, skill and confidence across a diverse audience working in diverse contexts.
- Managing the development and implementation of the various elements of the project, each of which are time sensitive, and managing critical dependencies between elements.
- Making excellent judgements about priorities and managing those priorities so deadlines are met.
- Understanding the relationship between AFAO and its member organisations and building a strong, collaborative approach to development and implementation of the initiative.
- Effectively responding to sensitive issues and knowing when to engage management's support or escalate matters to management.

Decision Making

The role of Learning Content Developer is critical to AFAO's success.

The Learning Content Developer exercises considerable day-to-day discretionary and decision-making responsibility within the framework set by an annual work plan, which is developed in consultation with, and approved by, the Manager, National Programs.

The Learning Content Developer discusses major issues and issues of potential sensitivity involving reputational risk with the Learning Program Coordinator and Content Developer, and Manager, National Programs for direction and support.

In exercising their responsibilities and making decisions, the Learning Content Developer is bound by AFAO's Code of Conduct and policies and procedures.

Performance Review

The Learning Content Developer will participate in an annual work planning and performance appraisal process for this role with the Manager, National Programs.

Key Performance Indicators for the role will include:

- The development of high quality, relevant learning packages.
- High quality relationships with other staff working on the Learning Program and other staff within AFAO.
- High quality relationships with AFAO's member organisations.
- High-quality contribution to reports and communications regarding the program.
- Making excellent judgments about priorities and managing those priorities.
- Effectively responding to potentially sensitive issues and knowing when to engage management's support and when to escalate matters to the Manager, National Programs.
- Completion of duties in an efficient and effective manner.

Skills and Experience

- Excellent written and oral communication in English and interpersonal skills.
- Experience in developing learning packages for on-line learning.
- Outstanding skills in developing content and materials for on-line learning.
- Knowledge of HIV and of the Australian HIV response.
- Capacity to conceptualise the workforce across HIV community-controlled organisations and develop learning packages relevant to their needs and to the emerging challenges in the Australian HIV response.
- A proven track record of autonomously planning, implementing and completing complex projects, including demonstrated capacity to manage concurrent projects and meet deadlines.
- Ability to thrive in a team environment.
- Negotiation skills to achieve results while maintaining important relationships and representing the organisation.
- Ability to work collaboratively to resolve complex issues, including with stakeholders who may have differing views and conflicting interests.
- Excellent judgement to manage and advise on sensitive issues that may involve reputational risk.

Desirable skills and experience

- Tertiary qualifications in one or more of communications, adult education, instructional design, public policy, social sciences and the humanities or equivalent experience in social change, adult education, project management or a similar field.
- Experience working or volunteering in community organisations in Australia or elsewhere.

Travel

The position is based in Sydney. It is not envisaged that the position will require regular travel.