

POSITION DESCRIPTION

Online Learning Environment Designer



POSITION DETAILS

Position Title	Online Learning Environment Designer
Position Number	7006382, 7008755, 7011569, 7015331, 7016318
Directorate	Product
Classification	Professional Employee Level 6
Location	Parramatta City, IPSQ

POSITION PURPOSE

As part of the Product Directorate, the Online Learning Environment Designer is responsible for building and maintaining online learning content/product within Learning Management Systems and associated technologies in a manner consistent with the overarching design principles. The Online Learning Environment Designer builds and maintains content for a broad range of product offerings, including Academic Pathway Programs, Vocational Programs and English Language Programs.

The Online Learning Environment Designer works independently within established frameworks to diagnose and monitor technical issues across the Learning Management Systems and technology tools. The Online Learning Environment Designer uses detailed knowledge of academic and administrative policies to ensure high quality learning materials are provided to students.

KEY ACCOUNTABILITIES

The following are the key accountabilities of the position:

- Build, administer, and maintain learning content, following established processes and timelines within the Learning Management System and associated learning platforms.
- Create and integrate digital and multimedia learning objects and multimedia elements using an array of technology-enabled tools.
- Use various learning management systems and other relevant systems to store, access and disseminate learning and teaching materials for various programs at The College.
- Maintain quality assurance processes including adherence to College and University guidelines, ensuring that learning content meets high quality and technical standards.
- Support the efficient operations of the Learning Management System processes, including quality assurance, ensuring that the relevant learning environments are accessible to students and staff as required.

- Test, evaluate and integrate technology-enabled tools as required to support the roll-out of new technologies.
- Provide technical advice and support regarding the Learning Management System considerations as part of product development process.
- Explore and recommend updates or improvements to enhance the capabilities of the Learning Management System and overall student experience.
- Escalate any potential risks identified during development process through the appropriate channels.
- Keep up to date on current and future technology trends that can be applied within an educational context.
- Provide guidance on Learning Management System, content management procedures, and technology-enabled tools as required.
- Undertake other associated duties (commensurate with the level of this position) as reasonably required from time to time.

QUALIFICATIONS, EXPERIENCE AND SKILLS

The following qualifications, experience and skills are required to perform the key accountabilities of the position:

- Relevant tertiary qualification with extensive relevant experience or an equivalent combination of relevant experience and/or education/training.
- In depth knowledge and expertise in the design and development of learning objects using a range of platforms and software tools and standards, including Articulate, H5P, Adobe and Microsoft products, SCORM, xAPI, cmi5.
- Advanced knowledge and demonstrated experience in creating and managing digital content using electronic publishing applications and platforms, including content management systems (CMS), such as SharePoint, Learning Management Systems (LMS), such as Blackboard and Canvas.
- Demonstrated experience in optimising learner engagement within an online learning environment.
- Sound knowledge of adult learning principles and contemporary training and development.
- Capacity to work independently with minimal direction, as well as collaboratively in a team environment.
- Strong planning and organisational skills, including the ability to meet competing deadlines.
- Exceptional attention to detail with proven experience in identifying issues and proposing solutions in a dynamic environment.
- It is a mandatory requirement for any incumbent of this position to have a current NSW employee Working with Children Clearance (WWCC) in accordance with the NSW Child Protection (Working with Children) Act 2012.

CONSTRAINT/AUTHORITY LEVEL

The position operates in accordance with The College policies and the requirements of relevant legislation, awards and agreements. The position operates under the broad direction of the Manager, Online Learning Environment.

KEY RELATIONSHIPS

This position reports to the Manager, Online Learning Environment.

This position has no supervisory responsibilities.

Success in the role will depend on developing and maintaining positive relationships with:

- Manager, Online Learning Environment
- Online Learning Environment Designer colleagues
- Manager, Learning Experience Design
- Learning Experience Designers
- Project Officer
- Data Analyst
- Business Analyst
- Manager, Product Lifecycle
- Director, Product
- Teaching staff, including writers/ reviewers and subject matter experts
- Online Innovation Specialist

CHALLENGES

The following are the key challenges of the position:

- Operating in an environment with significant time pressures, competing demands, tight deadlines and with staff from various business units.
- Maintaining positive working relationships with product stakeholders when there are competing projects and commitments.
- Promoting adherence to The College guidelines and workflow procedures for content management and content updates.
- Working within an innovative team environment.

THE COLLEGE EXPECTATIONS

The College expects that all employees are aware of, and comply with legislation and The College's policies and procedures relevant to the position, including but not limited to:

- Code of Conduct
- Work Health and Safety and Wellbeing Management System
- Enterprise Agreement or Award
- Anti-discrimination principles, Equal Employment Opportunity and staff and student equity.

Approved By Mr Joel Walker

Date 8 May 2026