Position Description

eLearning Developer

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>eLearning Developer</th>
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<tbody>
<tr>
<td>Reports To:</td>
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<tr>
<td>Direct</td>
<td>Associate Head of Education</td>
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<tr>
<td>Indirect</td>
<td>Head of Education</td>
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<tr>
<td>Direct Reports:</td>
<td>NA</td>
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<tr>
<td>Position Type:</td>
<td>Part time (0.8 FTE), Maximum Term</td>
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<tr>
<td>Location:</td>
<td>305 Grattan Street, Melbourne (working from home during the COVID-19 pandemic)</td>
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<td>Key Relationships:</td>
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<tr>
<td>Internal</td>
<td>• Education Team</td>
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<td></td>
<td>• Communications team</td>
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<tr>
<td></td>
<td>• Cancer Education &amp; Training Advisory Committee (CETAC)</td>
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<td></td>
<td>• Consumer Cancer Advisory Committee (CCAC)</td>
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<td></td>
<td>• Cancer Research Advisory Committee (CRAC)</td>
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<td></td>
<td>• Research and education lead program managers</td>
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<td></td>
<td>• Head of Clinical Research</td>
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<td>External</td>
<td>• Clinicians, researchers, and educators across the VCCC</td>
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<td></td>
<td>• University of Melbourne – Melbourne School of Professional and Continuing Education (MSPACE), Faculty of Medicine, Dentistry and Health Sciences (MDHS) and Melbourne Medical School</td>
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**POSITION CONTEXT**

The eLearning Developer role will help to position the Victorian Comprehensive Cancer Centre as a pre-eminent leader in eLearning programming and resources. In 2021, a new digital platform will be forged for the Victorian Comprehensive Cancer Centre that will enable global access of educational programming and a collaborative platform for dissemination of resources.

**POSITION PURPOSE**

The eLearning Developer is primarily responsible for designing and building the VCCC’s eLearning programming. The role will report to the Associate Head of Education under the direction of the Head of Education and will work closely with key stakeholders across the VCCC partners and the other members of the education and training team. This role will support the development and implementation of collaborative education programs and activities within the Strategic Program Plan associated with the Research and Education Lead program and the Victorian Comprehensive Cancer Centre education activity.

The successful delivery of VCCC programs will be achieved by working collaboratively with the ten VCCC alliance partners, the various representative VCCC Committees, our Research and Education Leads and other external stakeholders. The eLearning Developer will play a crucial role in the development and delivery of digital educational resources for these groups and collaboratives.

Major programs of work will be in the delivery of:
• Designing and building all eLearning programming including creating online learning modules for the following key projects:
  o Orientation modules for each of the major tumour streams
  o Generic foundational modules in oncology for allied health and other craft groups
  o Resources to support researchers at all stages of the research pipeline.
  o Micro credentialled subjects in collaboration with the University of Melbourne initially in clinical trials, drug commercialisation, genomics, and health economics.

ORGANISATIONAL CONTEXT

Vision
The vision for the Victorian Comprehensive Cancer Centre (VCCC) is to save lives through the integration of consumer-engaged cancer research, education, and patient care.

Founded in the holistic principles of the internationally recognised Comprehensive Cancer Centre model, the VCCC alliance brings together 10 of Victoria’s leading research, academic, and clinical institutions to achieve what can only be done through state-wide collaboration. Together we will improve outcomes in cancer in metropolitan, regional and rural Victoria, and forge new approaches to cancer research, education, and patient care for all.

Operating Environment
The VCCC’s multi-site, multi-disciplinary model brings together the complementary strengths of Peter MacCallum Cancer Centre, Melbourne Health (including The Royal Melbourne Hospital), the University of Melbourne, Walter and Eliza Hall Institute of Medical Research, The Royal Women’s Hospital, The Royal Children’s Hospital, Western Health, St Vincent’s Hospital Melbourne (including St Vincent's Institute), Austin Health (including the Olivia Newton-John Cancer Research Institute and Austin Lifesciences) and Murdoch Children’s Research Institute.

The VCCC has a 3.5-year agreement to June 2024 with the Department of Health and Human Services to develop and implement new and innovative cancer research and treatment programs under an agreed Strategic Program Plan.

Team Purpose
Be known for enabling the best research-led cancer care for all.

Team Values
Better Together we connect and support to empower sustainable change.
Integrity we are respectful of the cancer community and accountable for our contribution.
Bold we cultivate ideas and dare to innovate
Patient-Centred we place patients with cancer at the centre of all we do.
For All we champion equity of cancer care for every Victorian

Main Responsibilities

Educational development
• Manage the planning, development, promotion, delivery, evaluation and review of eLearning educational projects and programs with subject matter experts, VCCC Research and Education Leads and external agencies.
• Work in collaboration with content experts, VCCC education team members and the Melbourne School of Professional and Continuing Education at the University of Melbourne to develop a suite of Micro Credentialled online subjects in areas of identified need in the cancer workforce.
• Liaise with VCCC Communications Team to promote the VCCC’s education and training programs to internal and external stakeholders through presentations, reports, articles, social media, web-based notifications and newsletters.
• Manage the delivery of all education and training projects to time, budget, and satisfaction of all stakeholders.

Leadership and collaboration
• Provide guidance, mentorship and relevant information to support colleagues in the VCCC education team and relevant alliance partners.
• Collaborate with the Consumer Involvement Manager to support the development of a consumer inclusion strategy, monitor metrics and report on relevant program outcomes as relevant.
• Contribute to VCCC internal meetings, leading by example, sharing updates, knowledge, and expertise, and looking to improve and innovate at every opportunity.
• Prepare status reports for internal and external project management purposes.

General
• Share information and work collaboratively and collegiately with all VCCC staff, stakeholders and committees.
• Work in accordance with VCCC policies and procedures, following reasonable directions.
• Participate in the VCCC Performance Planning and Development Review processes.
• Assist with or take on other relevant duties to support the VCCC team as reasonably required.

Special Requirements
• VCCC and the hospital building we work within is a smoke-free environment. All employees are expected to respect this policy to the fullest degree and with a very mindful approach.
• Maintain a valid Right to Work in Australia
• Satisfactory completion of National Police Check. In some cases, a Qualifications Check may be required and will be advised prior to appointment.

Key Selection Criteria:

Experience
• Experience in development of targeted eLearning educational content development (including analysis and storyboarding), moderation, and facilitation
• Experience or skill in recording, editing and directing video and audio material to enhance eLearning experience either independently or in conjunction with a third party
• Experience managing collaborative relationships with senior academics, clinicians and researchers and senior stakeholders in the health care sector.
• Experience in the planning and timely delivery of tasks and projects, ideally in a cancer research, biomedical or cancer healthcare setting.

Expertise
• Skilled in the development and delivery of targeted eLearning educational content – preferably in the medical/academic sector.
• Demonstrated expertise in applying adult learning principles.
• Experience and skill in online moderation and facilitation.
• Keen eye for branding, digital design and attention to detail with at least some experience in marketing educational learning (eg via social media and online newsletters etc)
• Excellent interpersonal and communication skills.
• Experienced in writing reports, briefs, and online communications for a range of audiences.
• Fluent in the use of Microsoft Office (including PowerPoint), and Articulate or Captivate or other eLearning authoring tools

Desirable
• Experience in utilising and managing learning management systems (eg Canvas, Blackboard or Moodle preferred).
• Experience in designing and developing 2D animation.

Qualifications
• Completion of a higher degree in education or eLearning; or an equivalent combination of education, training, and/or significant experience.

The Person
• Shares information and taps into relevant people and resources to develop solutions to resolve problems and overcome potential barriers
• Skilled in building strong and sustainable relationships to build consensus and achieve stronger results together.
• Consciously considers equitable approaches to cancer care to include and address the needs of vulnerable groups.
• A thought-leader who is persuasive, with the ability to positively influence others and build consensus.
• Innovative and adaptable in the face of changing organisational priorities and ambiguous environments.
• A self-aware leader who is experienced in coaching others to be successful and who is honest in providing feedback and sharing knowledge generously.

Equity and Inclusion:
The Victorian Comprehensive Cancer Centre (VCCC) is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification, and victimisation.

The VCCC makes decisions on employment, engagement, promotion, and reward based on merit. We are committed to all aspects of equal opportunity, diversity, and inclusion in the workplace and to providing all staff, contractors, appointees, secondees, volunteers and partners with a safe, respectful, and rewarding environment. This commitment is set out in more detail in the VCCC Equal Opportunity Policy and Bullying Prevention Policy.

Term: From June 2021 to 30 June 2024. The tenure of this role is linked to VCCC Strategic Plan. Potential opportunities for appointment beyond Mid-2024 will be dependent on renewed funding and operational requirements.