



Education Designer

Job Description

Position title:	Education Designer
Responsible to:	Academic Manager
Location:	Wellington
Start date:	September 2020
Employment status:	Permanent

About the College

The Royal New Zealand College of General Practitioners (the College) is the professional body and postgraduate educational provider for vocationally qualified specialist General Practitioners (GPs) and Rural Hospital Medicine Practitioners.

Our key aim is to improve health outcomes and reduce health inequities for all people in Aotearoa New Zealand. We do this by setting and maintaining education and quality standards, and supporting our members to provide competent, equitable care to their patients.

Our work is underpinned by kaitiakitanga (service and stewardship), whanaungatanga (collaboration and respect), mana tangata (diversity and inclusion), and auaha (innovation and creativity).

Our 65+ operational staff support approximately 5,500 specialist GPs and rural hospital doctors working in 1,000 general practices around the country. Our people are committed to creating a contemporary and sustainable organisation, improving health equity, leading the way in education excellence, and ensuring the sustainability of quality general practice.

To learn more about who we are and what we do, [please visit our website](#).

Our Benefits

Equal Opportunities
Employer

Flexible
Working

Recognition &
Reward

Wellness &
Wellbeing

About the role

The Education Designer is responsible for the development and maintenance of high-quality learning resources for the delivery of the General Practice Education and Rural Hospital Medicine programmes.

Key Responsibilities

- Responsible for the envisioning, design and creation of quality learning and training resources for GPEP and DRHM programme delivery:
 - > Conceptualise interactive resources to support teaching and learning,
 - > Design and publish SCORMs and other appropriate multimedia learning objects,
 - > Collaborate with relevant stakeholders in the development of instructional end goals and matching content.

- Development and maintenance of the Learning Management System (Te Ara) business rules in conjunction with the LMS Administrator:
 - > Ensuring a user-friendly experience for learners, educators and College staff,
 - > Ensuring ease of curation and maintenance for College users.
- Development and maintenance of learning resources on Te Ara to ensure currency and quality which meet the College's delivery requirements:
 - > Ensuring that appropriate learning resources are developed to meet the College's education requirements,
 - > Revise and update learning resources according to agreed timeline.
- Collaborate with internal Learning Delivery team, key stakeholders and subject matter experts to identify learning needs which will allow the design and creation of innovative learning solutions and materials.
- Provide user support to the Learning Delivery team in LMS applications and usage in conjunction with the LMS Administrator.
- Undertake duties to support Academic Team functions and activities such as required by the Academic Manager.

Position Requirements

Candidates should have the following essential skills and experience:

- > A tertiary qualification and a minimum experience of 5 years in vocational training or equivalent
- > Extensive experience in educational design for blended learning
- > Proven knowledge and experience in the use of authoring tools for e-learning and related technology
- > Proven experience in the use of a learning management system (LMS)
- > Demonstrated success in delivering and implementing processes and systems
- > Excellent editing and proof-reading skills
- > Project management experience would be beneficial
- > Experience in the health sector would be desirable

Candidates should demonstrate the following essential attributes:

- > Excellent verbal and written communication skills
- > Able to work independently with strong problem-solving skills
- > Ability to adapt to changing business priorities and work collaboratively to prioritise and execute tasks
- > Understands the College's obligation and Government's policy on the Treaty of Waitangi and applies knowledge in decision-making

Key Relationships

Internal

- > Academic Manager
- > Academic Team
- > Functional teams of the College
- > Learning Management System Administrator
- > National Clinical Lead

External

- > Medical Educators
- > GP teachers

Health & Safety

As an employee you will:

- Take reasonable care of your own health and safety.
- Take reasonable care that what you do, or don't do, doesn't adversely affect the health and safety of others.

- Cooperate with any reasonable policies or procedures the College has in place on how to work in a safe and healthy way.
- Comply with any reasonable instruction given by the College so that you can comply with the Health and Safety at Work Act and its regulations.