

Position:	Instructional Designer
Employment Status	Part time (22.5 hours) Contract – completion May 2020
Classification:	Social Community Health Care and Disability Services Industry Award, 2010
Responsible to:	National ILC Project Manager

The Mental Health Coordinating Council (MHCC) is the peak body for organisations providing community mental health services throughout NSW. MHCC Learning & Development (LD) is a registered training organisation delivering mental health training to workers within the mental health community sector.

MHCC has received funding under the NDIA Information, Linkages and Capacity Building grant round (National) and is seeking a part time Instructional Designer to contribute to implementation of the project through further development and continuous improvement of the reimagine.today website. There will also be the opportunity to work on the development of a training resource to be integrated into the NDIA training system that assists staff and LAC's to understand how to use reimagine.today . This is part of a second project MHCC have been funded to deliver.

MHCC is seeking a motivated individual with high standards and a commitment to ensuring a quality innovative approach is used throughout the co-design process for the further development of the online resource reimagine.today including through the development of new online education materials. Experience within the mental health community sector and/ or the within the human services sector will be highly regarded.

As the Instructional Designer you will be responsible for:

- **Instructional Design** from concept through to finalised product including design of online education materials
- **Build and maintain relationships** with project team and Co-Design participants to inform the Instructional Design of all project products
- **Reimagine.today website** is updated to reflect the outcomes of the diversity groups and the individual capacity building areas.

This is a part time contract position with immediate commencement through to May 2020. This role is 3 days (22.5 hours) per week, however peak project times may require additional hours.

MHCC are seeking an individual who has demonstrated instructional design project experience; has excellent oral and written communication skills; the ability to 'think on their feet and outside the box'; multi-task priorities with exceptional planning and organisation skills; and is innovative in their approach with a high level of self-motivation and attention to detail. They need to be able to work independently and as part of a team.

If this sounds like you then apply today by sending your resume and a statement addressing the selection criteria below.

Essential criteria

- Strong understanding of online education and adult learning principles
- Demonstrated experience in the design of online education materials, including experience in adapting existing materials
- Demonstrated experience with and advanced skills in using one or more LMS programs, such as Articulate
- Diploma of Training Design and Development, or similar and/or higher qualification, or extensive industry experience
- High level communication and interpersonal skills, to support working within a team
- Highly self-motivated, with demonstrated ability to solve problems independently
- Demonstrated ability to multitask across multiple projects and teams

Desirable

- Experience in digital design
- Experience in facilitation and training
- Experience working in the community sector, in mental health, or with the NDIS
- Knowledge or experience of working with one of the following diversity groups; Aboriginal or Torres Strait Islander peoples, Culturally and Linguistically Diverse communities, LGBTIQA+ people or Rural and Remote communities.

Job benefits and perks

Remuneration packaging includes base salary of \$75-80k pro rata based on experience, plus super guarantee contribution, FBT salary packaging and entertainment benefits under our Public Benevolent Institution status available.

MHCC offers a flexible working environment.

To Apply

Applications close on 11th February 2019.

Enquires and written application including resume and cover letter addressing the Criteria outlined above are to be addressed to Erika Hewitt email erika@mhcc.org.au.

Full Job Description is available from our website www.mhcc.org.au.

Applications that do not address selection criteria will not be considered.

We promote diversity and practice equity. Aboriginal and Torres Strait Islander people, people from different cultural backgrounds, LGBTIQA+ people and people with disabilities are strongly encouraged to apply.

Job Description

Position:	Instructional Designer
Employment Status	Contract (Part-time – 22.5 Hours per week) Completion May 2020
Classification:	Social Community Health Care and Disability Services Industry Award
Responsible to:	National ILC Project Manager
Responsible for:	Design and development of quality online training materials

About MHCC

The Mental Health Coordinating Council (MHCC) is the peak body for community mental health organisations in NSW. Since 1983 we have worked to build the capacity of community organisations to support people on their recovery journeys. Informed through consultation with the sector, MHCC advocates for policy development and legislative reform and best practice approaches, and supports innovation and the value of the sector. MHCC also offers responsive and highly flexible mental health training and professional development opportunities grounded in recovery-oriented and trauma-informed practice. Our work stems from the belief that people with lived experience are drivers of positive change in all mental health services.

MHCC's Vision

That people experiencing mental health conditions are supported to live meaningful lives in the communities of their choice.

MHCC's Purpose

To lead and support a strong, dynamic and sustainable community-managed mental health sector that provides effective health, psychosocial and wellbeing services and programs to the people of NSW.

MHCC's Underlying Principles

- Good mental health is about the whole person; their psychological, physical, emotional and spiritual needs
- Consumer input is central to the design and delivery of mental health services
- Communities should provide a diverse range of mental health services in order to meet local needs
- An across-government approach to mental health is essential.

About the Position

The position will work across two projects that have been funded through the National Disability Insurance Agency (NDIA). Both projects are working from a base of the psychosocial online resource: reimagine.today website. Stage one of Reimagine Today was originally funded by the NDIA as a strategic project and the website was established and launched at <http://reimagine.today/> in 2017, as an online resource to support people to better understand psychosocial disability and how the NDIS can support recovery.

One project is working to further develop and undertake continuous improvement of the reimagine.today, including through the development of new online education materials, to support improved access to the NDIS by people with a psychosocial disability and ensure the resource is highly accessible to a diverse range of people.

For this, the Instructional Designer will help facilitate a co-design, development and evaluation process to improve the reimagine.today website in specific identified areas. The first area is to make it more usable and accessible for people from diverse backgrounds, with a focus on four key groups (Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse backgrounds, LGBTIQ+ people, and people living in rural and remote areas). The second area is to help build people's individual capacity focusing on skill development in three areas (decision making, self-advocacy and NDIS plan management).

This project employs Peer Leaders across Australia to coordinate state/territory-based Peer-led Networks, as well as facilitate the co-design of new materials for reimagine.today. These Peer-led Networks will bring together people from the local community with experience of, or an interest in, mental health and the NDIS.

The co-designed resources will be added to reimagine.today, to better support people with psychosocial disability to build their capacity to self-advocate and self-manage whilst also providing the information needed to make decisions and choices about NDIS, mainstream and community services.

This role will also include creating an online learning resource translating the face-to-face training of reimagine.today to NDIA staff into a short interactive unit, this will involve collaborating with the NDIA project team and trainer and is due for completion by May 2019.

Instructional Design

- Working with Project Managers and MHCC Communications, manage and implement the instructional design process through Articulate from original concept to finished product, ensuring the application of quality assurance processes at each step of the design chain and WCAG compliance is maintained
- Lead the drafting of e-learning development guides, templates and flowcharts
- Plan and prepare for co-design sessions, including the further development of training resources (e.g. Training plan, PowerPoints, handouts, etc.), in collaboration with the Project Manager and project team
- Participate in the delivery of co-design sessions, including gathering session feedback for translation into online training material development, in collaboration with the Project Manager and project team
- Provide expert advice and support to internal and external authors and subject matter experts to ensure that training materials meet all instructional and learning design requirements, i.e. ensure materials are applicable to the end-user understanding level and meet their needs
- Ensure relevant project activities are complete to contribute to successful delivery of project milestones and deliverables
- Participate in and assist in survey development for training needs analysis activities.

Consultation and Advice

- Provide expert advice in all aspects of instructional design, online learning design and online training delivery methods
- Cofacilitate co-design sessions, gather session feedback and translate findings into online learning materials.

Teamwork

- Liaise with team members and other MHCC staff to ensure clear communication and a strong collaborative approach to the project
- Ensure a timely response to telephone, oral and written requests
- Participate and report back on progress in regular teleconference or online meetings with project team. This includes both one-on-one and group meetings
- Actively engage with other team members in continuous improvement of the project
- Participate in and help facilitate two national workshops for the project team, gathering feedback and translating this into the further development of online learning materials.

General responsibilities

- Maintain effective relationships across MHCC and with external stakeholders
- Participate in MHCC meetings and professional development activities, as required
- Support a culture that consistently represents MHCC's values and conduct all activities in a manner that reflects these values
- Participate in the evaluation of education materials and delivery models
- Ensure activities conducted, and education materials developed, recognise and reflect:
 - Recovery orientated practice
 - Trauma informed practice
 - Industry needs and expectations
- Develop and maintain an instructional design culture which consistently represents MHCC values and its role as an industry-based RTO that is responsive and adds value to the sector
- Provide a client-friendly service that caters for, and delivers on, industry needs and ensures the delivery of quality customer service
- Stay up-to-date with relevant news and events related to the NDIS and mental health
- Positively represent MHCC and the project at all times, understand MHCC's mission and aims and actively be aware of MHCC's role as a peak body
- Abide by MHCC's Code of Conduct Agreement
- Adhere to MHCC's policy and procedures & workplace/industry requirements
- Be involved in evaluation of performance as an ongoing part of continuous improvement
- Use equipment provided in a professional manner
- Travel within NSW and interstate, as required
- Ensure travel and other related project expenses are within budget, and clearly documented and acquitted
- Complete other duties as required.