

# Job Description

Agency	Department of Education	Work unit	NT School of Distance Education
Job title	eLearning Team Leader	Designation	Administrative Officer 5
Job type	Full time	Duration	Fixed for 12 months commencing 17/05/2024
Salary	\$86,297 - \$90,687	Location	Darwin
Position number	46499 RTF 292984	Closing	07/04/2024
Contact officer	Kate Bouchier on 08 8922 2222 or <a href="mailto:kate.bouchier@education.nt.gov.au">kate.bouchier@education.nt.gov.au</a>		
About the agency	<a href="http://www.education.nt.gov.au">www.education.nt.gov.au</a>		
Apply online	<a href="https://jobs.nt.gov.au/Home/JobDetails?rtfId=292984">https://jobs.nt.gov.au/Home/JobDetails?rtfId=292984</a>		

**APPLICATIONS MUST INCLUDE A ONE-PAGE SUMMARY ABOUT YOU, A DETAILED RESUME AND COPIES OF YOUR TERTIARY QUALIFICATIONS.**

## Information for applicants – inclusion and diversity and Special Measures recruitment plans

The NTPS values diversity. The NTPS encourages people from all diversity groups to apply for vacancies and accommodates people with disability by making reasonable workplace adjustments. If you require an adjustment for the recruitment process or job, please discuss this with the contact officer. For more information about applying for this position and the merit process, go to the [OCPE website](#).

Aboriginal applicants will be granted priority consideration for this vacancy. For more information on Special Measures plans, go to the [OCPE website](#).

## Primary objective

Manage the eLearning and publication production area for the development and publication of high quality teaching and learning materials and Northern Territory School of Distance Education (NTSDE) promotional and information resources, and provide professional advice, support and training in the use of the schools learning management system.

## Context statement

The Northern Territory School of Distance Education (NTSDE) supports and delivers a range of educational services to students, resident in the Northern Territory or temporarily living interstate or overseas. NTSDE collaborates with home schools, supporting educators to deliver high quality, innovative and flexible senior secondary online programs. School staff must be prepared to travel, use advanced online technologies, and work in both online and face-to-face modes.

## Key duties and responsibilities

1. Provide professional advice, skills and training in instructional design to support improvements across blended learning practices and to maximise quality of service.
2. Contribute to the leadership of the NTSDE eLearning Team and lead the use of eLearning technologies relevant to teaching and learning within a distance education context.
3. Work collaboratively with teaching staff and to plan, implement and evaluate online course material.
4. Provide leadership in the use of innovative eLearning technologies including the development of relevant standards and guidelines, quality instructional templates, user guides and materials that support quality teaching and learning.
5. Liaise and coordinate with Department of Education and other Northern Territory Government agencies, external service providers and partner schools to improve services within the learning management system.
6. Manage the production and publication of the school promotional and operational information both online and in hard copy.

## Selection criteria

### Essential

1. Proven broad knowledge in all aspects of information technology including learning management systems, desktop publishing, multimedia, graphic and web design.
2. Proven ability to provide ongoing professional development to teachers, to support their effective use of eLearning technologies in teaching, learning and communication.
3. Demonstrated high level analytical and problem solving skills in a rapidly developing virtual learning technology environment.
4. Demonstrated time management and organisational skills and proven ability to successfully lead and manage small project teams and interact effectively with people from diverse cultures.
5. High level oral and written communication skills including the ability to provide advice to senior management, and consult and negotiate effectively with departmental agencies and external providers.

### Desirable

1. Tertiary qualification in multimedia, graphic design or eLearning

## Further information

The selected applicant must hold a current NT Working with Children Notice (Ochre Card) or the ability to obtain prior to commencement.

**Approved:** March 2024

Kylie Murphy, Principal, NT School of Distance Education