

POSITION DESCRIPTION

An up to date position description must be completed by the manager the role reports to and approved by the Department Leader (wording tbc)

Position Details:

Position Title	Educational Content Writer (0.6 to 1.0 time fraction negotiable - 5 month contract)
Reports To (title)	Education and Training Manager
Direct Reports (title/s)	Senior Educational Content Writer
Department	APS Institute
Location	National Office, Melbourne
Date Approved	July 2019

The Australian Psychological Society (APS) is the premier professional organisation for the psychology profession in Australia. The APS represents over 24,000 members providing charitable psychological services to the community and professional services, education and training to psychologists.

Our Mission - We are dedicated to the success and accomplishment of our members, advancing the discipline and profession of psychology in the communities they serve, for the benefit all Australians.

Our Vision - We amplify the role of psychologists in helping people achieve stable and secure mental health so they can confidently contribute to their best to their community.

Our Values - Integrity, Influence, Professionalism, Respect

Our Purpose and Objectives

Connecting a thriving Society of Psychologists that are-

1. Leading the Way, galvanising the future of psychology, with science and practice that serves the public good
2. An Inspiring National Voice, to rally for the application of psychology in the service of public health and welfare
3. Trusted Professionals, known and respected for the passion, commitment and integrity we bring to the field of psychology and mental health
4. Advocates and Influencers that drive accessibility to needed psychological services, building resilient and skilled citizens.

Position in Context	
<p>The APS aims to expand significantly its role as a provider of high quality psychology oriented education and training for APS members. In recent years, the APS has been expanding its offering of on-line training opportunities. The introduction of the National Registration and Accreditation Scheme for 15 health professions, including psychology (with its accompanying requirement for compulsory continuing professional development in order to maintain registration to practise), has greatly increased demand for professional training and development among health professionals. In response to this expanding training market, the APS has identified a significant opportunity to capitalise on its strong reputation and market position as a post-registration professional education and training provider.</p>	
<p>The Institute operates on a commercial basis but at the same time recognises the importance of providing high quality advanced level education and training for members at favourable rates. In particular, the Institute will develop and deliver an extensive range of on-line learning opportunities that meet the advanced learning and professional development needs of psychologists across Australia.</p>	
Position Purpose	
<p>The Educational Content Writer will work closely with the Senior Educational Content Expert, the Education and Training Manager, the wider APS Institute team and external and internal curriculum experts. The role requires a familiarity with higher education curriculum development, the ability to conduct desktop research, and facilitate content development for online education and training courses. The applicant will need to demonstrated expertise in implementing online education projects, a high level of initiative and decision-making skills, and excellent communication skills. The position will be based at the National Office of the APS.</p>	
Key Relationships	
Internal	External
<ul style="list-style-type: none"> • APS Institute Education and Training Manager • Senior Educational Content Expert • Senior Instructional Designer • Wider APS Institute team 	<ul style="list-style-type: none"> • Expert Reference Groups • Key partners in external programs
Key Areas of Responsibility (including but not limited to):	
Area	Responsibility
Develop Online Program Content	<ul style="list-style-type: none"> • Work in collaboration with online Course Expert Reference Group members on the development of course structures • Undertake a range of product development activities, including revising, writing and modifying online content to ensure that courses/programs are meeting intended objectives and requirements • In consultation with the Education and Training Manager and the Senior Educational Content Expert develop and edit online education and learning materials, such as learning outcomes, curriculum content, adult-learning activities, lesson reinforcement activities and assessments <hr/> <ul style="list-style-type: none"> • Transpose relevant online course structures, including research articles, practice guidelines, case studies, etc., into evidence-based/best practice online courses
Project Management	<ul style="list-style-type: none"> • Coordinate project activities with the Senior Educational Content Expert and other content writers and ensure those assigned projects are completed to meet quality, deadline and profit objectives • Provision of reports and alerts to the Education and Training Manager on issues associated with the status (development, content production, expert writer's management, design factors, user feedback, etc.) on the Institute's online education and training courses • Building and maintaining strong working relationships with stakeholders (Expert Reference Groups, APS Member Group Units and external partners)

<ul style="list-style-type: none"> Other curriculum development and webinar development as directed 	
<i>All tasks are to be performed accurately and to agreed timelines, maintaining accuracy of files and records for audit and information purposes and complying with performance management systems and standard operating procedures</i>	
Required Skills & Attributes	
Qualifications, Technical Knowledge & Experience	Competencies (Personal Attributes/Behaviours)
Mandatory <ul style="list-style-type: none"> Strong written communication skills in a variety of formats (e.g. online adult learning materials) Postgraduate qualifications in psychology Experience in higher education – developing online training content Strong communication skills, with the ability to engage online learning audiences Demonstrated ability to work collaboratively in teams to achieve outcomes Exceptional organisational, administrative and time management skills Competency in the use of a variety of digital technologies as a tool of trade 	<ul style="list-style-type: none"> Strong focus on the quality, quantity, and timeliness of work output Well-developed stakeholder management and communication skills, including the ability to communicate clearly, and listen, understand and adapt to a learning audience Confidence in negotiating mutually beneficial outcomes, while maintaining ongoing relationships Resourcefulness, initiative and willingness to take on challenges
Desirable <ul style="list-style-type: none"> Expertise within learning systems and delivery within the higher education environment 	
Additional Information (as applicable)	
<p>Due to the nature of the position and industry, there may be a requirement to work outside normal business hours.</p>	