

## Health and Medical Education Designer

Organisation	Healthy Male Ltd
Primary Function	Health & Medical Education Designer
Employment type	Full-time
Work location	Melbourne, VIC. Flexible work conditions available
Date document created updated	Sunday 24 May, 2020

### Organisational context

Healthy Male (formerly Andrology Australia) has a vision of a healthier life for all men and boys. We are a national organisation that provides easy access to the latest scientific and medical research on male reproductive and sexual health for the public and people working in health.

Healthy Male aims to make this information available to everybody, regardless of gender, age, education, sexual orientation, religion or ethnicity. To do this, we collaborate with Australia's leading peak bodies, researchers, specialists, clinicians and educators to develop information that fills the gaps in men's health.

As a small not for profit organisation we are proud of our cohesive team culture, our collaborations, partnerships and proactive approach to our work and our growing list of achievements.

Healthy Male is supported by the Australian Government Department of Health. More information about Healthy Male can be found at [www.healthymale.org.au](http://www.healthymale.org.au).

### Position purpose

Reporting to the *Health Promotion Manager* and working closely with the Health Content Manager and Medical Director, the Education Designer will be responsible for the development and review of the health and medical education activities.

The position will involve contemporary health education design of online learning programs along with administration of the online learning platform (Moodle). The Education Designer will also ensure Healthy Male complies with the accreditation and endorsement requirements of universities and health and medical peak bodies such as Royal Australian College of General Practice, Australian College of Rural and Remote Medicine, Australian Primary Health Care Nurses Association and the Australian College of Nursing as required.

Working with professional reference groups, and engagement with universities and peak health and medical professional bodies to develop evidence-based training and education activities for health and medical professionals is key to the success of this role. The focus of the training and



# HEALTHY MALE

ANDROLOGY AUSTRALIA

education activities is male reproductive and sexual health however the scope of the training delivery will expand and include an increasingly holistic view of men's health.

Reporting line	Health Promotion Manager
Supervisory responsibilities	Nil
Financial delegation and/or budget responsibilities	Nil

## Key responsibilities

1. Education and training development
  - Current knowledge of education needs and requirements for health professional's learning
  - Demonstrable understanding of online learning programs and platforms - preferably Moodle
  - Review and redesign of existing training courses
  - Design, development, implementation of new training opportunities
  - Evaluation of all training activities
  - Capacity building of the Healthy Male education and training platforms.
2. Stakeholder Engagement (internal and external)
  - Close collaboration with professional advisors
  - Advise and assist Healthy Male advisors to contribute to evidence-based review of resources that support learning
  - Design and produce learning resources for courses in collaboration with the Health Content Manager, Medical Director, Reference Groups and Board Committees
3. Development of Education modules
  - Contribute relevant technical knowledge regarding the effective use of technology
  - Contribute to the identification and design of software tools and templates to automate and streamline training program production
  - Design, develop and manage specific educational projects in collaboration with key stakeholders
4. Collaborations / Team work
  - Work in collaboration with the Healthy Male Health Content Manager and the Medical Director to ensure the highest standard of evidence-based information is maintained and that all timelines for collaborative work are agreed and met



## Professional attributes and behaviours

### A. Teamwork

- committed to sustaining a positive and trusting team culture
- proactive contributor to the work of the team and contribute towards an interdisciplinary approach to care
- willing to work collaboratively with all team members and willing to share information with colleagues
- open and honest communication with all team members
- willing to negotiate positive outcomes with all team members
- willing to develop new skills and knowledge rapidly

### B. Motivation

- demonstrates a confident, optimistic and proactive mindset
- takes ownership of own job and actively considers the consequences of their actions and the decisions they make
- demonstrates commitment to the team, is willing to share responsibility for the team's goals & objectives

### C. Workplace Integrity

- demonstrate ongoing commitment to the Vision and Mission of Healthy Male
- preparedness to consistently undertake work in a manner which is in line with the organisation's values
- treating the workplace environment, other staff and contractors with respect
- dealing with confidential and sensitive information in a professional manner

### D. Workplace Responsibilities

- Healthy Male acknowledges that its staff and volunteers have legislative responsibilities in relation to workplace rights which include, discrimination, victimisation, bullying and harassment including sexual harassment, equal opportunity, disability, family violence and or abuse and children, parents and carers



# HEALTHY MALE

ANDROLOGY AUSTRALIA

It is expected that the Health and Medical Education Designer will undertake the role in a manner which is aligned to the values of the organisation and the following performance criteria.

## Shapes strategic thinking

- Proactively supports Healthy Male's vision and purpose
- Inspires
- Leads and influences change

## Forges relationships and engages others

- Establishes and maintains networks relevant to our work
- Communicates clearly and adapts to audience
- Promotes information sharing and values and encourages input from others
- Drives business excellence
- Builds team and individual capability and expertise

## Achieves results

- Achieves and delivers results
- Promotes best practice and drives effectiveness
- Assumes accountability

## Exemplifies personal drive and professionalism

- Models Healthy Male's values
- Engages with others in a respectful and professional manner
- Promotes quality, safety and sustainability

## Key selection criteria

It is expected that the successful applicant will be able to demonstrate the following:

1. Understanding of, and demonstrated commitment and energy for, the objectives and values of Healthy Male
2. Extensive experience in online learning/curriculum design (Moodle preferred) for health and medical professionals
3. Ability to provide leadership and practical support on curriculum, pedagogy and assessment to a variety of stakeholders.
4. Highly developed communication and interpersonal skills with experience in working collaboratively with a range of internal and external stakeholders
5. Demonstrated ability to prioritise tasks through time and project management.
6. Demonstrated ability to work independently while maintaining attention to detail.
7. Demonstrated commitment to responding to client needs as supported by good teamwork and communication skills.
8. Experience in similar role in a University or other educational institution is desirable
9. Application of diversity and inclusion principles
10. Strong information technology skills in Microsoft 365 and other cloud-based technologies such as Zoom etc.



## Education/Qualifications

The appointee will have:

- Relevant degree or certification and/or extensive relevant experience in the areas of learning design and training development in the health and medical sector
- Relevant degree in the health/medical field and/or extensive experience in online education and training development

## Also required

- The Education Designer will be required to travel on occasions to attend meetings, discussion groups, and seminars outside of normal business hours
- Current Police check (the successful applicant will be required to undergo a police check prior to employment)

## Other relevant information

- The CEO may amend this position description if required. Any changes will be made in consultation with the employee
- You are required to comply with Workplace Policies and Procedures (as amended from time to time) and contribute to and maintain a safe workplace environment
- Appointment will be subject to a three-month probationary period from the date of commencement and a Performance Review will occur three (3) months following, then annually considering the key roles and responsibilities and required personal and professional attributes outlined in this position description. In addition to reviewing performance (individual and work team), the meeting provides an opportunity to ensure role clarity, revise key performance activities/measures and set development objectives and goals for the year ahead