

Position Description

Position Of	Content Writer /Curriculum Developer	
Reports To	Knowledge Translation Manager	
Time	Full Time (12 month fixed contract) with option to extend	
Reports	Nil	
Approved By	CEO	May 2020

1 Organisational Environment

Our Values

Vision

People with epilepsy have equitable access to education and employment, feel safe and connected in their community and no longer die from their epilepsy.

Mission

Reduce the impact of epilepsy on people's lives.

Organisational Context

The Epilepsy Foundation (EF) provides support for people living with epilepsy and their families to help them live better lives as defined by them.

Our services include information, advice and support, case management, as well as education and training, social and psychological research for and with people with epilepsy.

We work to raise awareness of epilepsy in organisations and in the broader community to reduce stigma and discrimination to create a more welcoming and inclusive society.

2 Position Summary

The position of Content Writer / Curriculum Developer is an organisation-wide position reporting to the Knowledge Translation Manager. It is primarily responsible for developing and reviewing appropriate content for internal and external communications across multiple channels that engages the target audience; including education programs in conjunction with specialist knowledge input from members of the Client Services Team, Industry Reference Groups, epilepsy specialists and state-based partners.

A close collaboration with the Research team and Epilepsy Educators & Trainers delivering epilepsy education and training is an important part of this role.

3 Key Responsibilities

The position is responsible for:

3.1 Service Provision

- Developing appropriate content for internal and external communications across multiple channels that engages the target audience

- Supporting the development of an evidence-based knowledge data base as the one source of truth for content
- Supporting the development of a suite of national resources such as website content, information sheets, and posters including those tailored for specific cohorts
- Quality control of content - ensuring resources meet required proofing and referencing content and that content is consistent across multiple channels
- Developing curriculum documents and resources including: participant learning resources, assessment activities, facilitator guides, PowerPoint presentations and evaluations and feedback tools for face-to-face delivery
- Reviewing and analysing feedback received for input into the continual improvement of face-to-face and online courses
- Contributing to continual improvement of all areas of knowledge transfer
- Providing support for staff to answer customer questions in relation to content
- Staying up to date with latest developments in educational methods as they relate to curriculum design and development.

3.2 General

- Maintaining administrative practices in line with organisational policies and procedures
- Providing support as required to meet organisational outcomes.

3.3 Financial Authorisation

- Engaging in industry consultation, curriculum review and curriculum writing activities within approved budget and authorisation.

3.4 Teamwork

- Maintaining a positive and constructive presence within the team that promotes excellent relationships with people with epilepsy, their families, Epilepsy Foundation staff, volunteers and interested parties
- Actively participating in all team meetings and reflective practices.

3.5 Networking

- Building effective local networks with industry to enable training relevance.

3.6 Continual Professional Development (CPD)

- Maintaining currency of professional standing, qualifications and registration as required to fulfil the position competencies
- Participating in CPD required to maintain required professional standing
- Maintaining professional networks to facilitate CPD.

4 Position Dimensions

4.1 Level of Supervision/Accountability

The Line Manager monitors the performance of this position on a regular basis. The incumbent is required to demonstrate sound judgment to effectively prioritise the workload and to maintain a high quality in the service they provide.

The precise Key Performance Indicators will be determined annually and in conjunction with the Line Manager. These can be varied from time to time depending on the focus required from the organisation.

4.2 Decision making authority

The incumbent has the authority to decide day-to-day work related issues within the key responsibilities and duties. A budget and expenditure responsibility may be allocated for particular activities of the role in

managing income and expenditure. All other decision making relating to expenditure, staffing, media (etc), must be in line with the EF delegation of authority. Any issues falling outside these areas are to be referred to the Line Manager.

4.3 Flexible Work Hours and Travel (if applicable)

In order to meet the requirements of this role the Content Writer/Curriculum Developer may be required to maintain flexible work hours and undertake travel.

5 Position Competencies/Selection Criteria:

To be successful in this role you will need the confidence to deal with a diverse and changing work agenda with enthusiasm and flexibility demonstrating:

5.1 Personal characteristics

- Demonstrated interpersonal skills with an ability to relate to people from diverse social-economic, cultural and educational backgrounds
- Impeccable personal standards for continual quality improvement of services
- Ability to work as part of a team and as a project coordinator.

5.2 Qualifications

- Certificate IV in Training and Assessment highly regarded
- (Graduate) Certificate in Writing, Editing and Publishing highly regarded.

5.3 Knowledge and Experience

- Demonstrated experience in course writing preferably with a health or disability focus
- Demonstrated experience in developing and maintaining strong relationships with networks and stakeholders.

5.4 Professional & Technical Skills

- Confidence with computer systems and a user of standard business applications – Word, Excel, Outlook and Data Bases
- Confidence as a user of online Info-graphic development tools – Canva
- Experience with content writing and publishing for online distribution – website, social media, blogs, forums
- Excellent written communication skills including grammar and relevance to audience
- Excellent attention to detail

Safety screening and other requirements specific to this role

Employment is subject to Disability Worker Exclusion Scheme requirements*	<input type="checkbox"/>
Employment is subject to a satisfactory Police Check	<input checked="" type="checkbox"/>
Employment is subject to a satisfactory Working with Children Check	<input type="checkbox"/>
First Aid Certificate	<input type="checkbox"/>
Current Driver's Licence	<input checked="" type="checkbox"/>

Title	Name	Signature	Date
CEO	Graeme Shears		11/05/2020

*As part of the pre-employment screening process, prospective employees must be checked to ensure they are not on the List.