

Selection Documentation

Digital Learning Content Creator

Level 5

\$97,277 - \$104,805 plus superannuation

ABOUT US

ASIS is Australia's overseas secret intelligence collection agency. Its mission is to protect and promote Australia's vital interests through the provision of intelligence services as directed by the Government. Its work can involve collecting intelligence relating to national security, international relations and economic issues. It also contributes to Australia's coordinated national efforts against terrorism, proliferation of weapons of mass destruction, and trans-national issues such as people smuggling.

ASIS is a diverse and inclusive workplace, where our people are empowered through authenticity and a sense of belonging to achieve their potential and contribute to a shared purpose and mission. We seek to reflect the community we serve, and welcome applications from Aboriginal and Torres Strait Islander peoples, women, people with a disability, neurodiverse, people from culturally and linguistically diverse backgrounds and those who identify as LGBTIQ+.

WHAT WE OFFER

- A competitive salary
- A career with a difference making a direct contribution to Australia's national security
- A unique working environment where the work is stimulating and our people matter
- Ongoing training and personal development opportunities
- Ongoing employment with opportunity for part-time or flexible work hours
- Generous leave provisions

This role is office based in Canberra.

ROLE

The Digital Learning section is a new section established to grow ASIS's eLearning capability. A digital learning content creator will be part of a small team of specialists responsible for engaging subject matter experts on organisational learning needs, and developing digital learning content, including eLearning courses and micro-learning.

The role requires a dynamic team player who enjoys working with stakeholders, team members and individually on projects. You will be able to meet tight deadlines and work to support ASIS priorities.

KEY RESPONSIBILITIES AND TASKS

The following is an overview of key responsibilities and tasks:

- Undertaking development and delivery of effective digital learning content
- Collaborate with subject matter experts to transition existing learning content, or create new content, in digital delivery format

- Work with Learning Management Systems (LMS) administrators to ensure learning content aligns with LMS training administration workflows
- Collaborate with contractors and/or employees on remote working arrangements undertaking outsourced work
- Prepare audits of digital training packages and engage with stakeholders on training compliance reporting needs
- Maintain effective relationships with relevant external agencies on sharing digital learning packages

CORE SKILLS

The following is an overview of skills required to succeed in the role:

- Technical literacy with software applications for the creation of digital learning content
- Strong understanding of Learning Needs Analysis (LNA) and Instructional Design (ID) processes
- Strong verbal skills and the ability to engage with internal stakeholders, including up to Director (EL2) level, and with digital learning specialists in other government agencies

EDUCATION, QUALIFICATION AND EXPERIENCE REQUIREMENTS

The following education, qualifications and/or experience are essential:

- Experience in digital learning content creation software (such as Articulate Storyline)
- Experience in Learning Needs Analysis (LNA) and Instructional Design (ID)
- Experience in the development of effective training programs

The following education, qualifications and/or experience will be highly regarded:

- Experience in audio/video capture software (such as Adobe Captivate)
- Experience in graphic design software
- Qualifications in Education, Vocational Education or Adult Education

We are dedicated to building a diverse and inclusive workforce, so if you are excited about this role but your past experience doesn't align perfectly, we encourage you to apply.

SELECTION CRITERIA

Candidates are not required to provide a separate written response to the ILS capabilities (below), however, candidates are encouraged to consider the capabilities in preparing their application, as each candidate will be assessed on their ability to demonstrate behaviours aligned to the capabilities for the position.

For more information on the ILS, tips on applying for jobs in the Public Service, go to the APSC website found at www.apsc.gov.au.

Supports Strategic Direction

- Supports shared purpose and direction;
- Thinks strategically;
- Harnesses information and opportunities; and
- Shows judgment, intelligence and common sense.

Achieves Results

- Identifies and uses resources wisely;
- Applies and builds professional expertise;
- Responds positively to change; and
- Takes responsibility for managing work projects to achieve results.

Supports Productive Working Relationships

- Nurtures internal and external relationships;
- Listens to, understands and recognises the needs of others;
- Values individual differences and diversity; and
- Shares learning and supports other.

Displays Personal Drive and Integrity

- Demonstrates public service professionalism and probity;
- Engages with risk and shows personal courage;
- Commits to action;
- Promotes and adopts a positive and balanced approach to work; and
- Demonstrates self-awareness and a commitment to personal development.

Communicates with Influence

- Communicates clearly;
- Listens, understands and adapts to audience; and
- Negotiates confidently.

Job Specific Requirements

- Demonstrated experience and education relevant to the role.

HOW TO APPLY

Applicants will need to apply **ONLINE via Capital Recruit**

<https://capitalrecruit.nga.net.au/?jati=ACBB6B33-A87E-B875-1884-DAA9AE01A12>

Candidates will be required to attach a resume and submit a maximum 800 word pitch outlining their skills and experience for the role on offer.

Applicants are encouraged to consider the capabilities when preparing their application, as this will form the basis of selection assessment. For more information and tips on applying for jobs in the Public Service, search 'Joining the APS' at www.apsc.gov.au.

APPLICATIONS CLOSE: 20 MAY 2024

ELIGIBILITY

Candidates must be Australian citizens.

The successful candidate will be required to obtain and maintain the highest-level security clearance.

REASONABLE ADJUSTMENTS

All requests for reasonable adjustments will be considered and managed in consultation with you. We will continue to ask you if you require reasonable adjustments at each stage of the process. If you are successful in gaining employment, reasonable adjustments can also be made available to you in performing your role.

WHAT HAPPENS NEXT?

Please do not tell anyone about your application with our organisation at this stage of the process as doing so may harm your suitability for employment with us.

A merit list will be established for candidates who are suitable and will remain valid for a period of 18 months.

We thank you for the time and effort you have put into your application; however we are unfortunately unable to provide feedback to unsuccessful candidates.