



Position Title	Digital Learning & Multimedia Developer
Department	Education and Training
Date Reviewed	April 2021

Incumbent Name	NA	
Signature		Date

College Overview

The Australasian College for Emergency Medicine (ACEM) is a not-for-profit organisation responsible for the training, assessment and continuing professional development of emergency physicians as well as the advancement of professional standards in emergency medicine in Australia and New Zealand.

Our vision is to be the trusted authority for ensuring clinical professional and training standards in the provision of quality, patient-focused emergency care.

Our mission is to promote excellence in the delivery of quality emergency care to all our communities through our committed and expert members.

The ACEM Core Values which employees and members hold themselves and others accountable are:

- Equity
- Respect
- Integrity
- Collaboration

Department Overview

The Education and Training Department has a number of strands of activity arranged into units, each of which is led by a General Manager who reports to the Executive Director, as follows:

Training

- *Training:* Responsible for the administration of the ACEM Specialist Training Program leading to Fellowship of ACEM and the Joint Paediatric Emergency Medicine Training Program leading to the Specialist title of Paediatric Emergency Medicine Specialist. Trainee advocacy to provide support for trainees throughout their training program and management of the Trainee Research Requirement.

- *Diploma and Certificate Training Programs*: Responsible for training and assessment leading to the Emergency Medicine Certificate (EMC) and Diploma (EMD). Trainee advocacy to provide support for trainees throughout their training program.
- *Workplace-based Assessment (WBA)*: Responsible for the ongoing development and administration of the workplace-based assessment suite, and the progression and remediation pathways for the ACEM specialist and paediatric emergency medicine pathway.

Assessment and Professional Recertification

- *Examinations*: Responsible for the ongoing development and administration of activities to support the conduct of the ACEM Primary and Fellowship Examinations
- *Specialist International Medical Graduate*: Responsible for the development and administration of processes associated with the assessment of the qualifications and experience of specialist doctors trained overseas wishing to be recognised as specialists in emergency medicine in Australia and New Zealand.

Accreditation, Continuing Professional Development and National Program

- *Accreditation*: Responsible for the accreditation of emergency departments to conduct training for ACEM training programs.
- *Continuing Professional Development*: Responsible for the development and administration of activities and programmes to support Fellows' lifelong learning.
- *National Program*: Responsible for all aspects of the conduct of Commonwealth Department of Health funded programs, including the Emergency Medicine Education and Training Program (EMET), the Specialist Training Program-Independent Rural Training Program (STP-IRTP) and other constituent programs.

Education Program Development

- *Educational Development*: Responsible for the review & evaluation, redesign and implementation of revised curriculum initiatives, including specific activities undertaken by ACEM as discrete educational projects.
- *Education Resources*: Responsible for the coordination and development of online education and training resources.

Position Purpose

The Digital Learning and Multimedia Developer will deliver high quality education, and technical support to assist in the development and maintenance of Educational Resources projects.

Key Responsibilities

The key responsibilities of the role shall include, but not be limited to:

- To collaborate with relevant Education and Training staff and subject matter experts to develop, deliver and maintain online Educational Resources for Emergency Department Ultrasound.
- To design, develop, update and test online learning activities that demonstrate eLearning best practice and are compatible with ACEM's Moodle online learning platform and devices accessed by end users.
- To provide expertise to the College with regard to problem solving in the eLearning and multimedia environment, including eLearning queries.
- To provide expertise with the broader development and maintenance of the College's Educational Resources, including the updating of styles and themes in webpages and eLearning resources such as Articulate Storyline and Rise, videos and images.
- To assist with the development and promotion of a vibrant, positive and collaborative culture within the College.

- To assist with additional tasks relating to areas of responsibility as directed from time to time.
- Demonstrate the ACEM Core Values within the Unit, Department and across the College.
- Ensure any allocated deliverables outlined in the ACEM Business Plan are met to a high standard.
- Ensure any allocated deliverables outlined in the ACEM Reconciliation Action Plan are met to a high standard.
- Ensure any allocated deliverables outlined in the ACEM Te Rautaki Manaaki Mana: Excellence in Emergency Care for Māori are met to a high standard.
- Ensure the quality recording of all processes relevant to role and responsibilities in the Promapp system.
- Strive to maintain a culturally competent and inclusive workplace and expected to undergo regular cultural competence training.
- Other responsibilities as delegated by Management within the scope of this position.

Key Skills, Qualifications and Attributes

Essential

- Demonstrated knowledge of instructional design principles and application of associated tools for the development and delivery of high-quality digital learning resources to address identified learning needs.
- Demonstrated knowledge and experience in designing and developing innovative content using Adobe suite software (including Illustrator, Photoshop and Premiere Pro) and Articulate suite (including Storyline and Rise), or similar architecture, and integration of multimedia and Web technologies, such as CSS and HTML, into eLearning solutions.
- Highly developed written communication skills, including the ability to prepare online learning and multimedia resources, webpages, documents, reports and emails of a high quality, with close attention to detail.
- Demonstrated knowledge of adult learning principles.
- Demonstrated expertise in the use of online Learning Management Systems, preferably Moodle, to facilitate student-centred learning.
- Ability to support maintenance of Learning Management Systems.
- Experience with the assessment of learners in an educational institution.
- Excellent interpersonal skills demonstrating confidentiality, reliability, and experience dealing with a wide range of stakeholders at different levels.
- Demonstrated ability to work collaboratively in a team and also independently.
- Excellent planning, time management and organisational skills including the ability to work in a flexible and evolving environment across multiple projects and manage conflicting timeframes.
- Strong initiative and self-motivation and the ability to work effectively collaboratively and autonomously.
- Proven capacity to prioritise tasks, exercise judgment and solve problems independently or seek further input as required.
- Commitment to the principles of equal opportunity, workplace diversity and industrial democracy.

Desirable

- A tertiary qualification in digital learning design and development.
- Experience with digital learning technologies and educational design and development in an adult-learning environment.
- Relevant experience in secondary, tertiary or other adult education settings.

- Knowledge of the Australian and New Zealand health care system systems.

Workplace Health and Safety

All employees have a personal responsibility to work safely and to abide by health and safety legislation, policies, rules and established safe work practices. All employees are responsible for their own safety and that of fellow employees.

Organisational Relationships

Reports to	Educational Resources Manager
Supervision of	Nil
Internal Liaison	Other related ACEM employees as required
Committee Liaison	As required
External Liaison	External consultants, Emergency Medicine subject matter experts

Additional Information

- May involve work outside normal business hours to meet business objectives.
- Interstate and/or overseas travel may be required.