

## **Position Description**

<b>Title</b>	Content Designer
<b>Department</b>	Content Design and Development
<b>Reporting to</b>	Product Development Manager
<b>Location</b>	Sydney
<b>Band</b>	5

### **The College of Law**

The College of Law Ltd (The College) is a company limited by guarantee and operates in the market of the post-tertiary educational and training for the Australasian legal profession. The company has separate colleges in New South Wales, Queensland, Victoria, Western Australia, South Australia and New Zealand. The College Mission is to enhance the careers of legal professionals across Australasia through the delivery of innovative, practice-focused legal education and training. Our core competencies are the creation of high quality legal education courses, and the professional delivery of these courses. The College develops and delivers quality legal education via three streams: Practical Legal Training (PLT) for law graduates to gain admission as a practising lawyer; Practitioner Education which includes award and non-award programs such as short courses for practising lawyers to maintain their career-long professional development through education and training; and Masters and graduate diploma programs focusing on practical, applied law for practising lawyers wishing to improve their practice-related knowledge and skills.

### **Content Design and Development**

CDD leads the College of Law's learning content and product development pipeline. CDD is responsible for managing product portfolio strategy, leading short and long-term planning for the College, and optimising operational execution within content development, production and commercialisation environments. CDD's focus is to design and develop new, breakthrough learning content products and student experiences. CDD also develops and manages the learning portal, content management system, digital asset management system and library management system to empower students and users to engage with content in new ways, and to seamlessly interact with lecturers/mentors/advisors/experts.

### **Purpose of position**

The purpose of this position is to develop learning content for new and existing College of Law programs. The position utilises new product development and project management methodologies to develop content offerings for delivery to College of Law students. Product

development and project management may relate to existing programs but will have a strong focus on new product development.

## **Accountabilities**

### **Areas**

### **Key accountabilities**

#### **Product development**

- Champions and develops product development best practices in College product development activities
- Assists Business Units and academic staff to implement product development and commercialisation plans
- Liaises with Business Units, marketing and customer insight teams to integrate external market intelligence into product development activities

#### **Educational design and curriculum development**

- Collaborates and assists Business Units and academic staff to develop, plan and implement high-quality, innovative curriculum offerings
- Champions and implements College "signature learning design" and all relevant style guides in all product development activities
- Consults with Business Units and academic staff to adopt and implement innovative learning techniques and content strategies to drive student outcomes, engagement, retention, and positive user experience

#### **Learning content creation and maintenance**

- Commissions, briefs and manages external subject matter experts
- Designs and develops content for new programs including written materials and pre-production materials for multimedia and interactions
- Manages copyright records in the content revision and creation process
- Manages the learning content development life cycle through CDD
- Champions best practice in learning content consistency, grammar and style
- Assists CDD Content Maintenance Team with learning content maintenance activities

#### **Project management**

- Champions and develops project management best practices in College product development activities
- Assists Business Units and academic staff to

implement project management methodologies in product development and commercialisation activities

- Assists Business Units with project management documentation and governance

## **Education/Qualifications**

Tertiary Qualifications in Law

## **Experience, Skills and Attributes**

- Extensive experience with new product development, content life cycle and publishing workflows
- Interest in current or emerging education and e-learning trends and technologies
- Understanding of the legal industry and legal education environment
- Highly developed project management skills
- Extensive experience in commissioning, author management, contract administration
- Ability to think creatively and develop innovative solutions
- Outstanding written and verbal communication skills
- Demonstrated ability to use Microsoft Office
- Demonstrated ability to work in a collaborative team environment
- Demonstrated ability to plan, organise, prioritise and execute multiple tasks under strict deadlines
- Highly developed attention to detail