

POSITION DESCRIPTION

Position

Position Title: Content Developer

ID: CDD1230

Department: Content Design and Development

Band: Band 4

Location: SYDNEY - ST
LEONARDS
Assistant Director

Version: 1.0

Reports To: Learning Content and Publications

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 deliver innovative, practice-focussed legal education and training to enhance the careers of practising professionals across Australasia and its region.

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

The Design and Development Directorate leads the College of Law's learning content and product development pipeline. The Directorate 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. The Directorate's focus is to design and develop new, breakthrough learning content products and student experiences.

The Directorate also develops and manages the new learning portal, content management system and library management system to empower students and users to engage with content in new ways, and seamlessly interact with lecturers/mentors/advisors/experts.

Purpose of position

The purpose of this position is to contribute to the development and maintenance of College learning content and publications. The position also works closely with Program Developers, external authors and academic staff to ensure new learning content and publications are accurate, current and relevant.

Accountabilities

Areas

Editing and Publishing

Key accountabilities

- Assist with the annual production of print and online practice papers, publications and learning content for all College program
- Monitor legal developments and perform legal research
- Liaise with other Design and Development teams regarding publication, production and course deadlines, updates, amendments and compilations

Learning Content Creation and Maintenance

- Commissioning, briefing and managing external and internal subject matter experts
- Contract and copyright administration
- Assist Program Developers with managing learning content through product development life cycle
- Champion best practice in learning content consistency, grammar and style

Educational Design and Curriculum Development

- Collaborate and assist Program Developers to develop, plan and implement high-quality, innovative curriculum offerings
- Champion the College "signature learning design" in all content and product development activities
- Assist Program Developers with project management activities to execute product development objectives

Education/Qualifications

- Tertiary qualifications in Law or progress toward such a qualification

Experience, Skills and Attributes

- Demonstrated experience in publishing industry with knowledge of publishing workflow and content life cycle
- Demonstrated experience of writing and editing learning content
- Ability to contribute to the creation and maintenance of relevant, current and accurate learning content and publications
- Experience in commissioning, author management and 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

Position specific competencies

Communication

Communicates effectively and appropriately. Uses good judgment as to what to communicate to whom as well as the best way to get that accomplished. Speaks in a clear and credible manner, selecting the right tone for the situation and audience. Listens to others and allows them to make their point.

Company/Business Perspective

Considers the needs and objectives of the business as a whole and is able to focus on priorities beyond his or her own or those of the immediate group.

Coordinate and Collaborate

Initiates or joins problem solving efforts and projects with other functions, departments and units to address shared concerns and achieve needed results and consistently works to make these efforts productive.

Deliver Results

Sets and consistently meets safety, quality, delivery, volume, timing, cost and productivity targets for performance by the function, department or unit that meet the needs of the operation or business.

Productivity

Meets or exceeds productivity standards that have been established for his/her organizational level or position. Has successfully combined skills, ability and effort level to ensure that expectations related to results/output are achieved.

Quality of Work

Has established a track record of producing work that is highly accurate, demonstrates attention to detail and reflects well on the organization. Is personally committed to high quality work and encourages others to have similar standards.

Solving Problems

Takes a proactive approach to anticipating and preventing problems. When problems occur, defines those problems, investigates obstacles, gathers relevant information, decides whether solving the problem should be a group decision, generates and analyzes alternate solutions and arrives at a workable solution.

Teamwork

Is an effective team player who adds complementary skills and contributes valuable ideas, opinions and feedback. Communicates in an open and candid manner and can be counted upon to fulfill any commitments made to others on the team. This is distinctly different from those who withhold ideas and opinions, offer ideas or opinions that rarely add value to team discussions, have established a track record with many unmet commitments, and/or have not contributed skills that complement the skills of others on the team.

Behaviour Anchors

The six behaviour anchors underpin the values and behaviours expected of employees of the College.

1 - Growth and Customer Focus

Recognises that we need to think different in order to grow. Does a superb job for our customers every day in quality, delivery, value & technology. Understands the needs of the organisation and its customers (internal and external) and undertakes to provide a sound level of service, treating the customer with respect. Has the courage to say 'no'. Interacts with the best interests of the organisation in mind. Supports the vision for growth (end state and how to get there) and works well with others to achieve the end state.

2 - Achieves Results

Takes accountability for the achievement of great results. Translates The College's requirements into action. Comfortable in accepting accountability for self. Displays determination to undertake and complete activities. Employee displays adaptability and resilience to complete activities. Motivated and displays initiative. Results focused.

3 - Find better ways

Optimises key processes by finding better ways to do things, more efficiently and more effectively in cooperation with others. Is able to recognise where improved performance is required. Is able to communicate why improved performance is required. Demonstrates the ability to plan for improvements. Is able to participate in the design and development of solutions to close any performance gaps. Is able to implement and evaluate the results.

4 - College-wide mindset

Views work and opinions from all relevant perspectives and sees The College as an integrated body. Understands when a "best for College" decision needs to be made and supports this. Works against 'silo' thinking and behaviour. Clearly articulates issues. Actively listens. Careful and considered in the use of language and tone.

5 - Teaching, Technical and Functional expertise

Being capable and effective in own area of expertise. Employee holds the necessary qualifications in their field. Employee has necessary level of experience and demonstrated competency to operate in their field. Employee is dependable and responsible. Transacts work activity in an ethical, professional and legal manner. Encouraging and supportive.

6 - Teamwork

Interacts and collaborates with others to build good, working relationships across The College. Works effectively as a team member supporting their role in the team and other team members. Encourages a greater sense of trust between team members. Is able to identify and work with the team to remove or overcome barriers to the team functioning effectively. Encourages good behaviours and has the ability to recognise where improved performance is required. Recognises that people have different values and opinions which individuals have a right to hold. Is self aware of the impact of own actions.