

## Position Description

Position	
<b>Position Title</b>	<b>Learning Management System (LMS) Integration Coordinator</b>
<b>Award</b>	Social, Community, Home Care and Disability Services Industry Award 2010
<b>Classification</b>	Social and Community Services Worker Level 5-6, depending on experience
<b>Tenure Status</b>	12 month fixed term
<b>Hours of work</b>	0.8 - 1.0 FTE (negotiable)
<b>Position Location</b>	Physical work location is PANDA's North Fitzroy Office, however PANDA provides ongoing flexibility for staff and has capacity to support remote working in line with the requirements of the role.
<b>Position Statement</b>	<p>The LMS Integration Coordinator is responsible for developing the guidance, processes and structures associated with PANDA's newly implemented Learning Management System, the PANDA Learning Hub.</p> <p>Reporting to the Strategic Development Manager and working closely with data and content development functions, this role maintains the day to day functioning of the PANDA Learning Hub, coordinates reporting, assists staff to develop their understanding of how to utilise the PANDA Learning Hub and will support the translation of existing training materials into an online learning format.</p> <p>The LMS Integration Coordinator maintains a focus on disseminating information broadly and supporting PANDA to increase equitable access to training and professional development across Australia, both for health professionals seeking to improve their understanding of perinatal mental illness and for members of PANDA's target community (expecting and new parents with children up to 12 months of age).</p>
<b>Reports to</b>	Strategic Development Manager.
<b>Liases with</b>	All members of PANDA's staff team, external stakeholders from various health professions.

Key Responsibilities
<ul style="list-style-type: none"> <li>• Lead the PANDA Learning Hub online platform (Litmos), including system administration functions to provide increased access for health professionals and the community.</li> <li>• Develop and implement policies and processes related to quality assurance, ongoing governance and practical guidance to ensure needs of internal and external stakeholders are met and appropriate quality standards maintained.</li> <li>• Provide PANDA staff and volunteers with training and troubleshooting support to access the PANDA Learning Hub and harness its full capabilities in reporting, compliance, onboarding and training, and ongoing professional development needs.</li> <li>• Lead reporting from the PANDA Learning Hub to inform PANDA's board, Leadership Team, staff group and other stakeholders as required.</li> <li>• Translate existing perinatal mental health content into an online learning format (course creation and administration via Articulate 360).</li> <li>• Collaborate with internal stakeholders in the testing of new course material, including quality assurance and course configuration processes.</li> <li>• Collaborate with external stakeholders to house content relevant to the PANDA Learning Hub.</li> <li>• Collaborate with the Communications &amp; Community Engagement Team to promote the PANDA Learning Hub.</li> <li>• Work autonomously to meet deadlines and execute an organisational plan.</li> <li>• Actively support PANDA's purpose, values, mission, strategic vision and contribute to organisational wide activities as appropriate.</li> </ul>

## Key Selection Criteria

### Essential:

1. Demonstrated experience in the use, configuration and administration of an online learning management system (Litmos preferred).
2. Demonstrated ability to provide engaging, accessible content to stakeholder groups to support training, troubleshooting and effective engagement with an online platform.
3. Experience in co-design with other team members to ensure joint ownership of a system, product or service and accomplish objectives and outcomes.
4. Experience with online authoring tools (Articulate 360 preferred).
5. Ability to work autonomously within a system while collaborating with others providing input (e.g. content development partners).
6. Superb written communication skills and ability to translate complex technical concepts for a general audience.
7. Strong detail focus and passion to drive a practical platform that facilitates engagement across a variety of stakeholders.

### Desirable:

- Qualifications in a relevant field such as IT or Communications.
- Experience working in a non-profit environment.
- Experience working in health or mental health.

### Personal Attributes:

- Excellent interpersonal skills including warmth, positive outlook and self-management skills.
- Ability to work autonomously, take direction, and contribute as a collaborative member of the team.

### Conditions of Recruitment:

- Police check, referee check, and application and interview against selection criteria.
- The successful applicant must abide by the PANDA Code of Conduct and have the right to work in Australia.

### Salary Package:

- This position is paid in line with the SCHADS award.
- FBT salary sacrifice arrangements available.
- Out of pocket and travel expenses associated with work activities will be reimbursed.

### Why PANDA

- This position is paid in line with SCHADS Award, Level 5-6, salary approx. \$85,000 (depending on experience, 0.8-1.0 FTE negotiable).
- 9.5% Superannuation.
- Generous Not for Profit Salary Packaging available.
- 17.5% annual leave loading.
- Comprehensive onboarding, induction and training.
- Flexible working arrangements.
- Inclusive, supportive, friendly and positive team culture.
- Access to Professional Development and supervision.
- Career Progression.
- Access to Employee Assistance Program.
- Working in a rich learning environment among specialists in the field of perinatal mental health.