

## Position Description

<b>Position Title</b>	<b>Instructional Designer</b>
<b>Position Status</b>	Full-time / Maximum Term until 30 June 2026
<b>MEA Classification</b>	Victorian Community Legal Centres Multi-Enterprise Agreement 2024-2027 Social and Community Services Employee, Level 5
<b>Position Reports to</b>	Manager, Program Delivery
<b>Position Supervises</b>	Nil
<b>Date Reviewed</b>	March 2025

### About Women’s Legal Service Victoria

Women’s Legal Service Victoria (Women’s Legal) is a specialised and state-wide organisation that has been providing legal services and support to women since 1982. Informed by our feminist practice, we improve the legal system for victim-survivors of family and sexual violence through our integrated legal service, capacity building, advocacy and law reform. Our vision is for women and non-binary people to live free from violence and discrimination in a gender equitable society.

Women’s Legal is an employer of choice, providing an inclusive, flexible, and supportive environment for our staff to thrive. We welcome women across all career stages, and we recognise the many roles played by women in their families and communities. We are committed to supporting women’s participation in employment through building skills and knowledge for those looking for a change, and valuing the diverse expertise brought into our organisation.

### About our Education and Engagement Team

Our Education and Engagement team is a multidisciplinary team of staff with expertise in training design and delivery, capacity building, organisational change, project management, and legal service delivery. The Education and Engagement team helps to build a gender equitable country through:

*Primary Prevention* – working with legal and justice stakeholders to address the drivers of gendered violence against women;

*Tertiary Response* – through professional training programs to support people and organisations working with women to respond to a woman’s legal needs.

## Position Overview

To develop and deliver best practice family law and family violence training e-modules that build the capacity of professionals and communities to respond appropriately to the needs of women experiencing relationship breakdown or violence.

To support the delivery of projects, which provide best practice training and capacity building activities to legal professionals to develop their family violence and family law legal skills.

To provide technical input into the continuous improvement of the Education and Engagement Program's suite of e-learning materials.

This role will contribute to the organisation's strategic advocacy priorities and outcomes.

## Key Responsibilities

### 1. Training, Education and Community Development

- Work collaboratively with subject matter experts in the Education and Engagement team and external stakeholders to develop and deliver best practice e-modules;
- Provide instructional design technical expertise in collaboration with other members of the Education and Engagement team and other Women's Legal staff to develop and deliver evidence-based, best practice family violence, family law and/or child protection legal training and education programs;
- Use data and feedback to refine and improve the quality, relevance and uptake of e-modules; and
- Collaborate with partner organisations to deliver e-learning that meet the needs of women experiencing family violence.

### 2. General

- Participate effectively in organisational strategic planning initiatives, policy and procedure development and projects to advance Women's Legal;
- Contribute to a healthy, productive group culture where work practices, decision making, and behaviour reflect Women's Legal's intersectional feminist philosophy and values; and
- Perform other duties as directed and necessary for the proper performance of the role.

## Key Selection Criteria

### 3. Skills, Knowledge, and Behaviour

The following skills are required to be demonstrated:

- Demonstrated skills and experience in planning, designing, developing and implementing best practice e-learning education and training, and hybrid training offerings;
- High level project management skills, including setting priorities, planning and organising work;
- Ability to innovate and think creatively to problem solve;
- Excellent oral and written communication and interpersonal skills;
- Demonstrated ability to work collaboratively in a team environment;
- Demonstrated ability to use and analyse data to monitor and improve the quality, uptake and contribution of eLearning resources to overall program objectives; and
- Demonstrated ability to be flexible, particularly whilst working in an environment of change.

### 4. Qualifications and Experience

The following qualifications and experience are required for the position:

- Qualifications in instructional design, educational design or a related discipline;
- Strong understanding of adult learning principles and best practices, with experience in instructional design and online learning development;
- Experience in designing and delivering online learning materials;
- Experience using online learning authoring tools, including Articulate Rise and Storyline;
- Understanding of accessibility standards and inclusive design principles to create materials that are accessible to all learners; and
- Understanding of, or interest in, gender equity issues in Australia.

#### Desirable

- Experience in delivery of education programs that explain legal matters, the law or legal systems and/or within a family violence, family law or child protection context; and
- A degree in Law and practice experience in family violence, family law or child protection.

## Values and Behaviours

Everyone who works at Women's Legal plays an important role in upholding our ethics outlined in the Code of Conduct and living our values. Together, we are:

**Authentic:** We are reliable, trustworthy, and transparent about how we work. We reflect on our work and take responsibility for our actions.

**Collaborative:** We are stronger when we work together. By sharing power and privilege with diverse voices, we achieve better outcomes. We respond to requests for help with generosity.

**Courageous:** We are brave, resilient and face challenges with integrity. We unapologetically advocate for our goals and back one another to take considered risks to increase our impact.

**Inclusive:** We believe respect, equality and opportunity must be afforded equitably and to everyone. We understand this will require critical reflection on where power lies and how it functions, and active effort to disrupt it.

**Purposeful:** Our services respond to the community, laws, and people we work with. We value curiosity and relish opportunities to improve our work.

## Workplace Health and Safety Obligations

All staff have a responsibility to always display and promote safe actions in the workplace including:

- Participating in the development of a safe and healthy workplace;
- Complying with instructions given for their own safety and health and that of others, in adhering to safe work procedures;
- Cooperating with management in its fulfilment of its legislative obligations. Taking reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation;
- To report any injury, hazard or illness immediately, where practical to their supervisor;
- Not place others at risk by any act or omission; and
- Not wilfully or recklessly interfere with safety equipment.

## National Criminal History Check

All successful candidates will be required to produce a national criminal history check prior to the commencement of their employment.

Please note, non-lawyers employed by Women's Legal Service Victoria are required to comply with Section 121 of the Legal Profession Uniform Law.

## Equal Opportunity Employer

We recognise our work benefits greatly from the unique knowledge, skills, and expertise of individuals with diverse experiences, including those with lived experience of family violence, Aboriginal and Torres Strait Islander people, women with disability and women from migrant, refugee, or non-English speaking backgrounds. If this is you, we strongly encourage you to apply.

Women's Legal relies on an exception under the *Equal Opportunity Act* to employ women only.