

Learning & Development Specialist

Role	Learning & Development Specialist – Mental Health
Reporting to	Curriculum Manager
Direct Reports	Nil
Status	As per contract agreement
Location	Parkville, Victoria

1. The organisation

Mental Health First Aid (MHFA) Australia is a national not-for-profit organisation focused on mental health training and research. Our core work is to develop MHFA courses, and train Instructors to deliver these courses to their communities or workplaces. MHFA courses are delivered across Australia and internationally.

MHFA courses teach members of the public how to provide initial help to a person who is developing a mental health problem, experiencing a worsening of an existing mental health problem or in a mental health crisis. The first aid is given until appropriate professional help is received, or the crisis resolves.

2. Position Overview

Under the direction of the Curriculum Manager, the Learning & Development Specialist will work as part of a small team of mental health and learning and development professionals to develop and produce creative and effective learning content using contemporary learning and development practices. You will write and produce learning content in various formats including digital for diverse population groups ensuring that learning outcomes are met for Mental Health First Aid Courses.

The Learning & Development Specialist will use instructional design principles to establish quality standards for the design and implementation of various learning methods.

The role covers a number of areas, including but not limited to:

- Producing creative and innovative learning content for Mental Health First Aid’s core and specialised programs using various formats including digital and face to face.
- Implementing evidence-based knowledge and mental health literacy concepts into course content through the use of contemporary learning and development practices
- Using project management methodologies to scope and develop learning activities to agreed outcomes, ensuring quality, and innovation related outcomes, ensuring timelines are met.
- Effectively translate research and evaluation into suitable materials to support our training courses and activities.
- Designing, writing and editing learning content for a range of audiences.
- Assessing the quality of all learning content developed by ensuring that the learning needs have been met and appropriate design principles have been used.

Learning & Development Specialist

- Contributing to research projects related to specialised MHFA courses that aim to determine the best strategies for providing first aid and to assess the effectiveness of first aid for specific mental health problems.
- Supporting and collaborating with key stakeholders in developing program material and tailoring curriculum materials for specific grants and projects.
- Contributing to the ongoing maintenance of course materials including file maintenance and version control.
- Respond to curriculum enquires and feedback from relevant stakeholders
- Other duties as directed by the Curriculum Manager and/or Director of Research and Curriculum.

The role requires close and collaborative working relationships with all staff across MHFA and external stakeholders.

3. Qualifications, Skills and Selection criteria

Essential

- Tertiary Qualifications in a relevant allied health discipline/mental health or education or equivalent work experience.
- Experience in content development and delivery of adult education curriculum materials within the mental health field or relevant discipline.
- Demonstrated skills in writing and reviewing clinical content and evidence-based information for the improvement of course materials, manuals, and resources
- Demonstrated attention to detail and accuracy with written tasks including editing and proof-reading
- Experience in managing curriculum and learning projects
- Demonstrated knowledge and application of learning theories and andragogy, instructional design and contemporary learning and development practices
- Demonstrated experience in designing, writing and producing learning content in various modes including digital and face to face for diverse audiences
- Demonstrated ability to develop partnerships and strong working relationships with key stakeholders
- Demonstrated ability to work independently and collaboratively as a productive team member
- Excellent written and verbal communication skills, including the ability to communicate with a range of stakeholders
- Ability to work under pressure, work on multiple initiatives and be highly organised and adaptable
- Willingness to commit to ongoing professional development

Learning & Development Specialist

Desirable

- Content knowledge and application of mental health literacy to include recognising signs/symptoms of mental illness and evidence-based treatments for the general population and across major life stages.
- Experience in collaborating on research projects in mental health literacy
- Current Accreditation as a Standard, Youth, Aboriginal or Older Person MHFA Instructor
- A high level of academic achievement

Essential for all roles

- Demonstration of a non-stigmatising attitude towards mental illness.
- An understanding of, and an interest in, mental health issues. Familiarity with mental health terminology, and a willingness to complete a Mental Health First Aid course.
- A commitment to evidence-based learning and development practices
- A full unrestricted Australian work permit or visa.
- A National Police Check is required to be obtained upon appointment to the role and every three years thereafter.

ACKNOWLEDGEMENT OF POSITION DESCRIPTION

This position description may be subject to change as the organisational policies, procedures and plans are reviewed and updated over time.

As the incumbent for this position, I have received a copy of the Position Description and have read and understood its' contents and agree to work in accordance with the requirements of the position.

I understand and accept that I must also comply with the policies, procedures, guidelines and systems of MHFA Australia.

Employee Name:

Employee Signature:

Manager's Name:

Manager's Signature:

Date:

It is not the intention of the Position Description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned in this document may be altered in accordance with the changing requirements of the role.