Position Description

Online Learning Consultant

Why work with us

Every child and young person deserves a great education.

We have a strategy that aims to unlock every child's potential now and into the future, one that in partnership with learners, students, parents and the wider South Australian community will build a world-leading public education system. One that is equitable and prioritises learning and wellbeing.

Together we will make our education system the best it can be.

When our children and young people thrive, so do our communities and our state.

Our values

We are part of the South Australian public sector and share the values of:

 SERVICE	 PROFESSIONALISM	 TRUST	 RESPECT	 COLLABORATION & ENGAGEMENT	 HONESTY & INTEGRITY	 COURAGE & TENACITY	 SUSTAINABILITY
We proudly service the community and the South Australian Government.	We strive for excellence.	We have the confidence in the ability of others.	We value every individual.	We create solutions together.	We act truthfully, consistently, and fairly.	We never give up.	We work to get the best results for current and future generations of South Australians.

About this role

Orbis delivers the very best professional learning to South Australian teachers and leaders, empowering educators by turning contemporary research and emerging practice into practical strategies that work in the South Australian context. Orbis programs are flexible, differentiated, and co-designed with educators. The goal is to help South Australian educators to build their knowledge, skills and practice by designing and delivering world-leading learning.

The Online Learning Consultant works collaboratively with the Orbis team to design and develop quality, innovative online learning resources to build capability across the department's workforce. The position also reviews and evaluates the effectiveness of existing online learning resources for continuous improvement.

Position title	Online Learning Consultant
Classification	ASO6
Division	People & Culture

Directorate	Workforce Capability
Location	Orbis, 4 Milner St, Hindmarsh
Reports to	Senior Consultant, Communications and Engagement
Direct reports	Nil
Role description date	November 2026

What you will do (key outcomes)

1. Develop high-quality online learning resources to contribute to the achievement of the department's strategic priorities.
2. Collaborate with your lead to analyse learning needs and requirements to develop appropriate strategies for delivery of online learning resources and training.
3. Model best practice and use current methodologies and technology to optimise accessibility and learner engagement.
4. Support the Orbis Communications team across all programs, including ECT and NTC, by designing, developing and editing professional learning resources and communication assets, including website content and basic video production and editing, as required.
5. Engage and consult with the Orbis team and internal and external subject matter experts to provide online learning advice, edit videos, create appropriate graphic assets and build resources to meet professional learning needs.
6. Collaborate with team members to develop strategies and processes that implement innovative approaches for online and blended learning.
7. Review, analyse and evaluate delivery methods and approaches for learning resources to identify innovative strategies for improvement.
8. Research and review current trends and best practice relating to online learning delivery and assessment methodology.
9. Proactively enables a positive team culture across Orbis and actively seek professional learning opportunities to continually develop skills and knowledge.
10. Help to maintain a safe and healthy working environment by proactively reporting incidents, hazards and injuries.

The capabilities you will bring (key competencies)

- Online learning development expertise: To develop high-quality online learning resources and blended learning solutions for effective learning to build workforce capability.
- High-quality communication skills: Use your expert presentation, verbal and written communication skills to engage and collaborate with subject matter experts and create content for a range of audiences, with a focus on clear language and plain English.
- Specialist software skills: Use specialist software and systems (such as Articulate Rise, Adobe Creative Suite, Canva) to design and deliver high-quality online learning and programs.

- **Evaluation strategies:** Use a range of evaluation and feedback strategies and methodologies to evaluate, analyse and improve online learning resources that enable learning and build workforce capability.
- **Agile and independent work:** Demonstrated experience of agile working style to solve problems with creativity and initiative. Ability to manage multiple priorities, work effectively under limited direction, independently and collaboratively to meet deadlines when under pressure.
- **Relationships and partnerships:** Ability to establish and maintain effective relationships and networks with internal and external stakeholders. Collaborate effectively with team members, provide timely, relevant advice and demonstrate willingness to take on feedback to achieve project objectives within agreed timeframes.
- **Passion for professional learning:** You actively seek professional learning opportunities and regularly engage in formal and informal professional learning to learn new skills and stay current with digital and online learning trends and blended learning best practices

Who you will work with (key relationships)	Qualifications
•Assistant Director, Orbis •Orbis team •Lead, Online Instructional and Learning Design •Workforce Capability Directorate	**Essential:** Nil **Desirable:** Relevant tertiary qualifications such as: • Diploma of Training Design and Development • Certificate IV Training and Assessment (TAA40104, TAE40110 or equivalent) • Communications and/or design qualifications would be highly regarded

Corporate responsibilities	Special conditions
Keep accurate and complete records Act appropriately in line with the Public Sector Code of Ethics at all times Support diversity and promote an inclusive workplace for everyone Maintain a commitment to Work Health and Safety legislative requirements	You may need a current driver's license and be willing to drive You may be asked to work out of hours You may need to travel within or outside South Australia You need to achieve mutually agreed performance goals You must have a current Working with Children Check You must do Responding to Risks of Harm, Abuse and Neglect – Education and Care training You must be an Australian resident or provide evidence you have a current work permit

Assessed by: Valentina Lopez People and Culture Advisor		**Approved by**: Lorraine Stewart Assistant Director, Workforce Capability	
Date: November 2026		**Date:** November 2026	