

Role Description

DIOCESE
OF
BALLARAT
CATHOLIC
EDUCATION
LIMITED



CATHOLIC EDUCATION BALLARAT

POSITION TITLE:	LMS Administrator
TEAM LEADER:	Manager: Organisational Development
TEAM:	People and Development
CLASSIFICATION:	EO1-2
DATE:	March 2025

Organisational Tradition and Context

Diocese of Ballarat Catholic Education Limited (DOBCEL) is the governing authority for 57 DOBCEL Primary and Secondary schools and provides support to a further 6 Diocesan Secondary Colleges across Western Victoria from the Murray to the sea.

At the heart of Catholic Education in the Diocese of Ballarat our focus is on educating the whole person and the fullness of life for all. All positions at DOBCEL have the opportunity for a meaningful career, contributing positively to school communities and the lives of our future generations.

Catholic Education Ballarat is committed to the safety, wellbeing and protection of all children and young people in its care. DOBCEL is an equal opportunity employer. We value a diverse and inclusive workplace representative of the wider communities in which we operate.

Our Vision

As partners in Catholic education and open to God's presence, we pursue fullness of life for all.

Our Mission

We journey towards this vision through:

- Proclaiming and witnessing the Good News of Jesus Christ.
- Ensuring quality learning that promotes excellence and fosters the authentic human development of all.
- Living justly in the world, in relationship with each other and in harmony with God's creation
- Exploring, deepening and expressing our Catholic identity in diverse ways.
- Enabling each one of us to reflect more fully in the image of God.

Role Purpose

The LMS Administrator will maintain DOBCEL's learning materials for digital and in-person modules, ensuring they align with our strategic direction. The role manages the LMS and coordinates the Learning and Professional Development function to ensure a cohesive and efficient approach across DOBCEL.

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Key Responsibilities

It is not the intention of this role description to limit the scope or accountabilities of the position but to highlight the most important aspects. The accountabilities described may be periodically altered in accordance with changing organisational needs.

Key responsibilities include:

Project Management:

- Conduct an organisational needs analysis, in consultation with Organisational Development Manager, providing relevant data to lead the LMS review, selection, and implementation project, ensuring the chosen platform meets DOBCEL's current and future needs.

LMS Administration:

- Administer and manage the LMS, ensuring seamless integration and usability for all stakeholders.
- Perform systems administration duties including user maintenance, environment management, including incident resolution, service request management, end user training, report creation, and query creation.

Learning Delivery and Calendar Coordination:

- Oversee the DOBCEL annual learning calendar, ensuring alignment with strategic priorities and promoting the calendar and cycle of events through relevant channels.
- Managing the booking and registration process for Professional Learning activities, including participant registrations and confirmations.
- Collaborate with the administrative team for training logistics, including venue and catering arrangements.

Regulatory Compliance and Reporting:

- Manage regulatory compliance, including VIT, WWCC, and Fit & Proper registers within the LMS (or other system), ensuring compliance with regulatory requirements.
- Develop and provide appropriate reports on learning completion and trends.

Learning Solutions Management:

- Identify learning requirements for specific groups and streamline learning solutions to ensure groups get required courses and complete appropriate trainings, such as mapping coursework to target audience.

Instructional Design and co-ordination:

- Consult and collaborate with content developers (Subject Matter Experts) on instructional design, including format, learning outcomes, methodology, assessments and audience engagement.
- Transfer content, including audio and visual files, provided by SMEs into user-friendly online learning materials and modules and maintain version control and currency of content.

Skills, and Capabilities

To be successful in this role the incumbent needs to have the following skills and capabilities:

- Demonstrated project delivery skills, with a track record of successfully executing training projects and initiatives.
- Strong experience in administrating Learning Management Systems (LMS) and using authoring tools for e-learning design updates.
- Strong interpersonal and communication skills to collaborate across departments and influence key stakeholders.
- Creative and solution-oriented approach to overcome training and engagement challenges.
- Proficient in managing high-volume data, preferably within a Learning Management System.

Essential Requirements

The following are requirements for this position:

- Relevant qualifications (Certificate IV in Training and Assessment or relevant tertiary qualification in Human Resources, Business Technology or Education).
- Previous experience in conducting needs assessments and identifying and implementing solutions to findings.
- Significant previous experience in a similar role.
- A commitment to work within and align to the DOBCEL Vision and Mission.
- Must hold or be prepared to undergo an employee Working with Children Check (if not VIT registered).
- Must hold or be prepared to undergo Victorian or National Police Check.

Responsibilities of all Catholic Education Ballarat Employees

Safeguarding of Children and Young People

All DOBCEL employees must:

- Conduct themselves in accordance with the DOBCEL Safeguarding Children and Young People Code of Conduct and the CECV Commitment to Child Safety.
- Take all appropriate action to reasonably protect children and young people, including being aware of all mandatory reporting obligations.

Health and Safety

DOBCEL is committed to providing a work environment that is safe and free of risks to health.

To achieve this all employees must:

- Take reasonable care for their own health and safety and the safety of others.
- Provide all relevant information regarding any medical condition that may require Emergency Services to be called; or that could impact on their ability to perform their duties.
- Not 'intentionally or recklessly interfere with or misuse' anything provided at the workplace.
- Report all hazards and incidents as required.

Partnering and Communication

All employees have a responsibility to demonstrate positive and effective communication.

To achieve this all employees must:

- Promote a culture of partnering and collaboration.
- Ensure appropriate and professional language is demonstrated in every interaction.
- Provide timely support to maintain teamwork.
- Maintain effective and professional relationships with all internal and external stakeholders.

Performance and Professional Development

All employees have a responsibility to undertake continuous professional development.

To achieve this all employees must:

- Participate in regular team meetings as required.
- Develop individual action and development plans, aligned to organisational and role priorities.
- Participate in performance review processes as required.
- Complete all mandatory training required as an employee of DOBCEL.
- Comply with all expected professional expectations and codes of conduct as outlined by DOBCEL or the relevant regulatory and professional body.
- Continuously update knowledge appropriate to the role.

Policy

- All employees are expected to comply with and demonstrate a positive commitment toward upholding all DOBCEL policies, procedures, and work instructions.