

A photograph of two women smiling and looking towards the right. The woman on the left has a short buzz cut and is wearing a grey top. The woman on the right has short dark hair and is wearing a grey polo shirt. They are both smiling warmly.

CANDIDATE INFORMATION PACK
Two Learning Design Roles:
Role 1: Project Officer - Online Learning
Role 2: Senior Instructional Designer
Health Equity Matters



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Roles Summary

Organisation:

Health Equity Matters

Location:

Sydney CBD | Hybrid

Role 1:

Senior Instructional Designer

Job Type:

Permanent full-time

Reports to:

Manager, HOLA (HIV Online Learning Australia)

Direct Reports:

Nil

Expected Salary:

The salary for this role is approx \$108k + superannuation + salary packaging

[Access the full position description.](#)

Role 2:

Project Officer - Online Learning

Job Type:

Permanent part-time role (0.8)

Reports to:

Manager, HOLA (HIV Online Learning Australia)

Direct Reports:

Nil

Expected Salary:

The 0.8 salary for this role is approx \$78k + superannuation + salary packaging

[Access the full position description.](#)

Health Equity Matters leads Australia's effort to end HIV transmission and promote the health of communities most affected by HIV. Working on behalf of member organisations across Australia, Health Equity Matters represents lesbian, gay, bisexual, transgender, intersex and asexual (LGBTIQA+) communities, sex workers, people who use drugs, people living with HIV, and Aboriginal and Torres Strait Islander communities.

With more than 40 years of leadership in Australia's HIV response, Health Equity Matters works closely with communities, government, researchers and clinical partners to strengthen health equity, shape public policy, and deliver nationally significant programs and initiatives.

About Health Equity Matters

Health Equity Matters' values:

Equality is non negotiable

- We recognise Aboriginal and Torres Strait Islander people as the First Australians and respect communities' traditions, views and ways of life.
- We respect the dignity of all people and value diversity.
- We protect and promote the human rights of all communities and remove social and cultural barriers that hold back justice and health.

Creating success together

- We value individual thinking but also collaborate to achieve stronger outcomes.
- We follow the needs of our members and partners and lead on shaping collective solutions.
- We are honest and transparent, with no tolerance for hidden agendas or politics.
- We challenge constructively, not condemning and remaining humble.

Being thoughtful

- We take care in every aspect of our work with strong attention to detail.
- We take time to gather and analyse a diverse range of data and make informed decisions with a clear understanding of their impact.
- We treat all stakeholders and each other with respect, understanding and consideration.

Pushing for better

- We are goal driven and oriented towards action, embracing a 'can-do' spirit.
- We challenge prevailing assumptions and champion better approaches.
- We are resourceful and resilient, finding a way through setbacks.



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Find out more [about Health Equity Matters](#).
Read the Health Equity Matters [Strategic Plan 2025-30](#).

Role 1: Senior Instructional Designer

The Role

Join the HIV Online Learning Australia (HOLA) team, a national workforce development initiative delivering engaging and accessible online learning to Australia's HIV community-controlled workforce. Reporting to the Manager, HOLA, this role will lead the design and delivery of high-quality digital learning experiences, translating complex and sensitive public health content into engaging and practical learning solutions.

Specifically, you will:

- Deliver instructional design expertise, digital authoring skills and online facilitation
- Develop and maintain curricula, learning materials and assessments
- Build and implement modules using online authoring tools
- Ensure learning products meet accessibility and quality standards
- Mentor staff in instructional design principles and learning best practice
- Collaborate with subject matter experts and stakeholders to co-design learning packages nationally

Skills Required

You will bring strong instructional design expertise, digital capability and stakeholder engagement skills, alongside the ability to work across complex and sensitive subject matters.

You can demonstrate:

- Experience in instructional design for adult learners from concept to implementation
- Ability to translate complex information into engaging and accessible learning formats
- Confidence facilitating online group learning and supporting subject matter experts
- Knowledge of online authoring and design tools including Articulate 360, Adobe Creative Cloud or Canva
- Professional written, verbal and interpersonal communication skills
- Strong stakeholder management and relationship-building capability

[Access the full position description.](#)

Role 2: Project Officer - Online Learning

The Role

Reporting to the Manager, HOLA (HIV Online Learning Australia), this role supports the delivery of workforce development initiatives aligned to the National HIV Strategy and National HIV Taskforce priorities. This includes combining project coordination and instructional design expertise to assist with the development of engaging online learning resources for Australia's HIV community-controlled workforce and related audiences.

Specifically, you will:

- Apply adult learning principles and instructional design frameworks
- Support policy and advocacy-related projects as required
- Coordinate multiple learning projects concurrently
- Review and update existing learning resources
- Collaborate with internal teams, subject matter experts and external stakeholders
- Report on project planning and delivery milestones
- Assist with the design and delivery of high-quality online learning activities

Skills Required

You will bring complex project coordination capability, digital learning experience and strong stakeholder engagement skills, and can also demonstrate:

- Lead project planning and delivery activities, including schedules and tracking actions
- Experience of instructional design for adult learners
- Skilled in translating sensitive information into accessible learning formats
- Ability to support and facilitate online group learning
- Strong written, verbal and interpersonal communication skills
- Knowledge of online course authoring and design tools

[Access the full position description.](#)

Next Steps

Your Application:

- Please read the [complete position descriptions](#):
Role 1: [Senior Instructional Designer](#) | Role 2: [Project Officer - Online Learning](#)

and [follow these links to apply online](#):

Role 1: [Senior Instructional Designer](#) | Role 2: [Project Officer - Online Learning](#)

- As we have a rolling model of recruitment there is no closing date for these roles, and we recommend you apply as soon as possible.
- With your application, please include your CV and a cover letter that addresses the skills required section of the advertisement.
- Receipt of your application will be acknowledged and you will receive updates as you move through the process, including if you have been selected for interview.

8 Health Equity Matters Learning Design Roles

FAQs

What is the close date for applications?

As we have a rolling model of recruitment, we assess applications as they are submitted; this means that we do not recruit to closing dates and recommend you apply to the opportunity as soon as you can to ensure you don't miss out. Please use these links to apply: Role 1: [Senior Instructional Designer](#) | Role 2: [Project Officer - Online Learning](#).

Is my background suitable for the role?

Our clients brief us extensively on their roles; when writing the advertisements, we take great care in outlining the brief and gaining our client's approval before publishing. When considering your experience and suitability for a role, we encourage having a close look at "The Candidate" page; if you identify with what's outlined, please submit your application.

We recommend addressing the "skills required" area of the advertisement when writing your 1-2 page cover letter, as we have identified these as the essential competencies in a successful candidate.

Once candidates are shortlisted, the client or role may require a more detailed response to the selection criteria within the job description; we find this saves you time on the application process.

Can you tell me more about what the client is looking for?

The best way to self-assess your suitability for the role is to read through the full position descriptions: Role 1: [Senior Instructional Designer](#) | Role 2: [Project Officer - Online Learning](#), the "Skills Required" and the "Role" sections of this document.

We have in-depth discussions with any successful candidates and provide you with a full brief before any interviews you may have with our client.

Can you consider someone part-time?

Senior Instructional Designer is full-time only. Project Officer - Online Learning is 0.8 FTE.

Can you tell me more about the client?

To get to know the client better, we encourage you to research them [through their website](#), media releases, and [google news](#), as well as [their Linked In page](#).

When is the start date?

Recruitment has commenced for these roles, which means our client is ready to select the right people; this should happen within the coming weeks as we move through the process. Clients prefer that the successful candidate starts as soon as they have worked out their notice period, however the start date can usually be negotiated.

Location/can you consider a remote worker?

The roles are located in Sydney with hybrid arrangements - working from home and the office. Remote candidates are not considered.

Salary guide

The remuneration for Role 1: Senior Instructional Designer is \$108k + superannuation; for Role 2: Project Officer - Online Learning is approx \$78k + superannuation (0.8 FTE).

The role has been advertised for a while; am I too late to apply?

Advertisements are open until the appointed candidate has signed a contract. We encourage all who feel they are a suitable candidate to apply, regardless of how long the advertisement has been there.

What are the key objectives for the board/future direction of the organisation / key challenges in the role / is it a newly created role / why is the position available etc.

We will answer these sorts of questions as part of the discussion we have with the identified candidates of interest; however, we use the advertisement's tone to indicate if the client has a growth agenda or is looking for someone to bed down current programs. If it is a newly created role, we will state this within the advertisement or position description. Any research you may have done through the suggested channels above will also give you insight into the intentions for a role within their organisation.