
MOODLE LMS DEVELOPER

MARCH 2025



POSITION SUMMARY

Location:	Parkville		
Functional area:	Knowledge Translation		
Classification/ Salary:	\$85,000 – \$95,000 base + 11.5% super + access to \$15,900 NFP salary packaging		
Job level:	Level 2		
Reports to:	Director Workforce Development and Service Implementation		
Employment type:	Part time (0.6FTE)		
Employment length:	12 months		
Direct reports	0	0	

POSITION PURPOSE STATEMENT

The Learning Management System (LMS) Developer will work within a dynamic team of clinicians and academics who contribute their skills and knowledge to the service innovation, workforce education and research translation initiatives and projects of Orygen. These initiatives are undertaken by Orygen’s Research and Knowledge Translation division to grow the capacity of the youth mental health workforce to improve the lives of young people experiencing mental ill health.

This role is designed to aid the management and development of Orygen’s internal software systems and applications that relate to the Moodle LMS, a Xcelerate Student Management System (SMS) and other related systems.

About Knowledge Translation

Knowledge Translation bridges the gap between cutting-edge research and how the knowledge is applied in clinical practices and services. This will be achieved by assisting services and clinicians to consistently use best practice that is adapted to particular contexts and settings.

POSITION FOCUS

	Key responsibility area	Percentage
1	LMS platform development, management and maintenance	70%

REVOLUTION IN MIND

2	SMS management	10%
3	User support	10%
4	Reporting	5%
5	Other	5%

POSITION KEY RESPONSIBILITY AREAS

<p>1. Reporting</p> <ul style="list-style-type: none"> • Preparing reports and capturing meaningful metrics on learning activities to guide evaluation and decision making. • Create and deliver reports on LMS usage data for specific cohorts to assist with planning and evaluation activities. • Assist clinical educators in creating and editing online surveys and generating reports. <p>2. SMS Management</p> <ul style="list-style-type: none"> • Develop and manage integrations between the SMS, LMS and other related systems to improve processes, automations and user experience. • Provide technical support to staff when using the SMS. • Utilise SMS features to provide solutions for the RTO's diverse needs. <p>3. User Support</p> <ul style="list-style-type: none"> • Troubleshoot any issues or problems arising and communicate the solution to the end users. • Support webinars that are run through the LMS as required. • Maintain user manuals for end users, including Orygen staff and members of the public, as required. Provide training sessions when necessary. <p>4. LMS management and maintenance</p> <ul style="list-style-type: none"> • Develop and customize Moodle themes and plugins to meet specific functional needs of the organisation and enhance user experience and business processes. • Provide appropriate processes to ensure smooth delivery of the LMS system, including password protection, ability for users to share information and resources, generate module completion certificates, and update news and events. • Implementation of best security practices, including regular updates, to ensure the LMS system is safe from tampering and breaches of user privacy and to protect our copyright. • Provide an improved look and feel of the LMS and work in collaboration with Orygen Communications and Design teams. • Monitor and optimize the performance of the site and ensure appropriate page load times. • Managing the LMS to enhance usability and improve end user experience. • Work with the Orygen IT team to ensure that there are proper processes in place, to manage the LMS software and infrastructure - including appropriate maintenance, security and disaster recovery practices and Apply system patches and upgrades to keep the platform stable and secure. • Maintain technical documentation relating to the customisations made to our site and how they work. <p>5. Other</p> <ul style="list-style-type: none"> • Maintaining an up-to-date knowledge of best practice to ensure we are leveraging the most effective tools and techniques to enhance learners' experience. • Application and development of best practice frameworks to Orygen's unique environment whenever possible.

EDUCATION / QUALIFICATIONS

Essential	<ul style="list-style-type: none"> • A relevant qualification in IT – Bachelor of Computer Science, Bachelor of IT or similar
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EXPERIENCE / SKILLS

Experience / skills	<ul style="list-style-type: none"> • Prior experience working with Moodle or a similar Learning Management System • Familiarity with the architecture, APIs and data models used in Moodle. • Knowledge of best practice for web security and experience with security configurations in Moodle. • Strong problem-solving skills • Previous experience in web development using PHP, MySQL, HTML, SCSS, JavaScript and jQuery. • Experience using Unix-based systems, Unix shell scripting and SSH • Proven experience with web server configuration and management, including Apache and HTTPD software. • Previous experience with Source code management tools, including Git. • An ability to explain complex technical concepts to laypeople. • An understanding of REST APIs. • Prior experience working with aXcelerate or a similar Student Management System. • Prior experience working with a Registered Training Organisation. • An understanding of the RegEx pattern matching system. • Experience with administering, maintaining and updating Moodle sites. • Able to modify and maintain custom Moodle plugins, themes and code (PHP, MySQL, HTML, CSS). • Project management skills and/or experience. • Well-developed analytical and evaluation skills. • Experience with database management.
Personal attributes	<ul style="list-style-type: none"> • Capacity to develop effective working relationships, collaborations and partnerships with a range of services within the broader community service system. • A youth-friendly, optimistic and professional approach to work and a commitment to achieving positive change in Youth Mental Health. • Ability to work independently and effectively within a multidisciplinary team, with evidence of sound conflict resolution skills. • Well-developed interpersonal and communication skills (written and verbal). • A commitment to ongoing professional development. • Ability to maintain and develop knowledge through access to current literature, continuing education, supervision and attendance at seminars conferences etc.

KEY RELATIONSHIPS

Internal	<ul style="list-style-type: none"> • Workforce development team • Orygen RTO • Orygen Global • National Programs • Graduate education team • Orygen IT
External	<ul style="list-style-type: none"> • aXcelerate and other third-party application vendors. • LMS users, including staff at other mental health services as well as members of the public

SPECIAL REQUIREMENTS

<ul style="list-style-type: none"> • Unrestricted right to live and work in Australia. • A current National Police Check will be required. • Any offer of employment is conditional upon receipt and maintenance of a satisfactory Working with Children Check.
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- In line with government guidelines, this position may need to be based at home during certain periods. As such a reliable internet connection will be required.
- Occasional out of hours, evening and/or weekend work may be required, particularly when performing maintenance and upgrades which require planned site outages.

SAFETY, HEALTH AND WELLBEING RESPONSIBILITIES

Employees are required to comply with all workplace health, safety and wellbeing policies and procedures of Orygen.

In addition, employees are expected to:

- Promote and demonstrate Orygen’s high standards in relation to health, safety and wellbeing, championing a culture of safety in the workplace.
- Take responsibility for their own safety, health and wellbeing and for their colleagues and others they work alongside, as far as they are able.
- Follow policies, training and guidelines related to Workplace health, safety and wellbeing, including reporting of unsafe work practices, incidents, hazards and near miss events.
- Be committed to promoting and protecting the safety and well-being of all children and young people and embedding safeguarding practices into all our programs and services.

ACKNOWLEDGEMENT

Confirming this position description has been read and understood by:

Name	[insert name]
Signature	[insert signature]
Date	[insert date]