



Position Description

Position Details

Business Entity	Kaplan Professional	Department	CPD
Job Title	CPD Production Coordinator	Location	Sydney
Reports To	Manager, CPD Content	Direct Reports	0

Overall Purpose

Coordinate the development and production of high quality CPD content. Schedule the production of all CPD content in conjunction with the Manager, CPD Content and ensure all internal and external writers, tech checkers and copyeditors meet production deadlines. Ensure all CPD content including video and multimedia are ready for publishing and meet content release deadlines.

Liaise with industry associations on the accreditation of relevant CPD content.

Key Responsibilities

Manage development, production and quality assurance of all CPD content

- Develop and maintain production schedules to ensure content delivery deadlines are met.
- Ensure quality assurance processes are in place.
- Work with Manager, CPD Content and marketing on matters of content style and content guidelines. Ensure CPD content meets these guidelines
- Ensure that all developed content has been technically reviewed and copyedited.
- Ensure all developed content has complete educational specifications and relevant accreditation details.
- Ensure all content is finalised for publishing, quality checked, signed off by Manager CPD Content and uploaded into Ontrack Platform.
- Manage copyright compliance matters.

Industry Association Accreditation

- Ensure all relevant content is submitted for appropriate accreditation in a timely manner and accurate accreditation details are recorded on CPD content.

Develop and manage relationships with external subject matter experts and copyeditors

- In consultation with the Manager CPD Content support the recruitment of new subject matter experts
- Coordinate the tech checking and copyediting of CPD content to meet the production schedule
- Manage the delivery of content from internal and external writers, tech checkers and copyeditors to meet the deadlines required.
- Contribute to determining technical writer/ reviewer payment rates and other contractual arrangements.
- Work with HR and ensure all external subject matter experts have practitioner agreements in place and current CVs and bios are held on file.
- Coordinate the briefing of external subject matter experts and copyeditors on, content requirements, deadlines, quality expected and ongoing improvements to content and products, in consultation with Manager, CPD Content.

Contribute to a supportive, positive and safe workplace

- Compliance with all company policies and procedures including WHS legislation requirements



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- Ensure as far as is practicable that the workplace, under your control, is safe and without risks to health
- Being a productive member of the Kaplan team by displaying the Company values and Guiding Principles
- Adherence to Company Policy and Procedure

Qualifications and Skills

Essential

- Excellent verbal and written communication skills
- Project management skills
- Ability to manage external contractors
- Absolute eye for detail
- Demonstrated ability to meet deadlines
- Negotiation skills
- Tertiary degree qualified
- Skilful user of Microsoft Word, Excel and PowerPoint
- Team player
- Highly motivated
- Highly professional

Desirable

- Experience in educational instructional design and/or delivery
- Experience in content authoring tools e.g. Articulate 360
- Experience in on-line education

Employee Signature _____

Date _____

Manager Signature _____

Date _____