UNIVERSITY OF WOLLONGONG

POSITION DESCRIPTION – General Staff
For levels 6/7 and above

Position Title: Learning Analytics Specialist   Level: 8/9

Faculty/Division: Deputy Vice Chancellor (Education)   Department/Location: Business Analysis & Learning Analytics

Primary purpose of the position:

The Learning Analytics Specialist will provide support to the UOW learning analytics strategic priorities. The Learning Analytics Specialist will join the Business Analysis & Learning Analytics team as it is forming and will bring knowledge and skill regarding the establishment and ongoing operation of learning analytics tools to support teaching and learning. The scope of the role encompasses: development of suitable learning analytics tools; application of data analysis techniques including data mining and the development of predictive analytics models; engagement with academic staff to facilitate the use of analytics tools to support teaching and learning.

Position Environment:

The University of Wollongong is a leading Australian university attracting students from more than 130 countries and is fundamentally committed to providing our diverse body of students with an engaging world class and internationally oriented learning experience. The University has a strong research profile and an outstanding record of achievement in research performance and intensity over the last decade. UOW has forged strong links with the communities in which it operates with five Regional Campuses providing higher education opportunities in non-urban areas.

In 2012 the University began a process of refreshing its Strategic Plan. The process involved extensive consultation across the University community and culminated in the approval of a new Strategic Plan 2013 – 2018. The plan articulates UOW's commitment to being a leading world-class University with the stated aim of being positioned in the top 1% of University's in the world. The University's Strategic Plan includes *Goal 2 Learning & the Student Experience.* The role of the Learning Analytics Specialist makes a direct contribution to achieving this goal through intelligent use of information technology, analytics and understanding of student learning.

Major Accountabilities/Responsibilities:

	Responsibilities	Outcome	Percentage of Time	Office Use Only
1.	Design, development and implementation of learning analytics initiatives to support learning and teaching across the University. This currently includes use of technologies such as data warehouses, data mining tools and learning analytics 'plug-in' developments for the UOW Learning Platform.	Successful implementation of learning analytics initiatives	50	
2.	Extensive liaison with Associate Deans (Education) and faculty academic staff regarding learning analytics tool design, development and implementation.	Ongoing, effective collaborations the academic staff	25	
3.	Development and implementation of intervention strategies for 'at risk' students as may be identified through learning analytics activities. This task will be undertaken in close collaboration with student support staff and academic staff.	Evidence of implementation of learning analytics support for 'at risk' students	15	

4.	Exploration of emerging technologies and techniques that will shape the future direction of learning analytics at UOW.	Demonstrable engagement with emerging technologies and techniques	10	
5.	Observe principles and practices of Equal Employment Opportunity	To ensure fair treatment in the workplace	Ongoing	
6.	Have OH&S responsibilities, accountabilities and authorities as outlined in the http://staff.uow.edu.au/ohs/commitment/responsibilities/ document	To ensure a safe working environment for self & others.	Ongoing	

Inherent Requirements:

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:
- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. The University wants to place you in the best situation to use your skills effectively in the position you are applying for at the University.

Reporting Relationships:

Position Reports to:	Director Business Analysis & Learning Analytics
The position supervises the following positions:	No supervision
Other Key Contacts:	Associate Deans(Education), Faculty Academic staff, Director Learning, Teaching & Curriculum, student support staff, staff supporting systems including: UOW student systems; teaching & learning systems and; business intelligence systems.

Key Relationships:

Contact/Organisation	Purpose & Frequency of contact
Associate Deans(Education)	Collaboration, as required
Staff supporting UOW teaching & learning systems	Collaboration, as required
Staff supporting student systems	Collaboration, as required
Staff supporting UOW business intelligence systems	Collaboration, as required
Staff at Learning Platform hosting organisation (Netspot)	Define system requirements, as required
Staff providing support services to students	Collaboration, as required

Key Challenges:

1. Providing a bridge between the emerging learning analytics information technology environment and the academic led higher education learning and teaching environment.
2. Understanding the challenges faced by academic staff in the delivery of engaging, effective teaching practice in the increasingly digital higher education environment.

SELECTION CRITERIA - Knowledge & Skills:

Essential:
- Knowledge and skill to facilitate the design, development and implementation of learning analytics tools with a focus on provision of learning and teaching support for students and academic staff.
- Knowledge of contemporary higher education teaching challenges, particularly related to technology enhanced learning.
- Knowledge of ethical issues that arise in teaching environments supported by learning analytics.

Desirable:
- Teaching experience in a higher education environment

SELECTION CRITERIA - Education & Experience:

Essential:
- Relevant postgraduate qualifications
- Experience in the design, development and implementation of information systems to meet diverse stakeholder requirements.
- Experience working with Business Intelligence systems to support decision making in a complex organisation
- Experience in the application of data mining tools across complex datasets.
- Experience working in multi-discipline teams

Desirable:
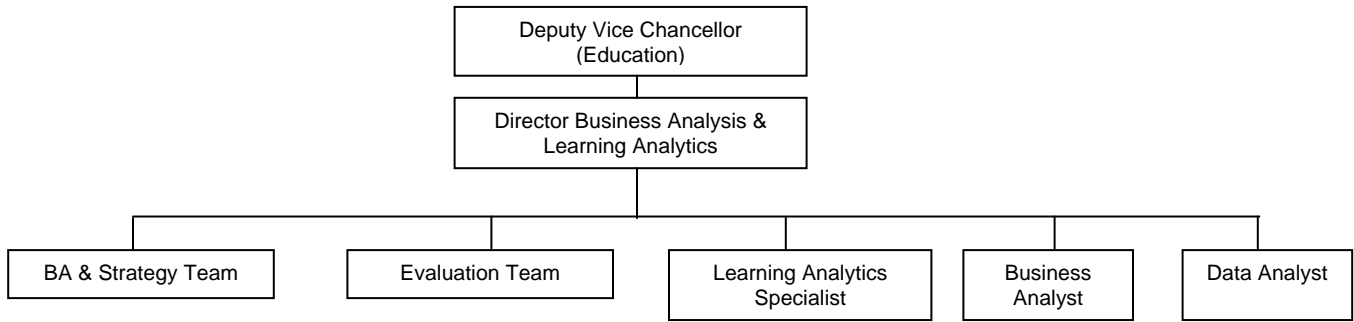- Experience using the Moodle Learning Management System

Personal Attributes:

- Strong identification with UOW's mission and core values.
- Ability to work independently
- Demonstrable attention to detail
- Has a 'can do' approach, commits to action and takes responsibility for driving outcomes.

Special Job Requirements:

- May be required to travel to all UOW locations

Organisational Chart:

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                    ┌─────────────────────┐
                    │ Deputy Vice Chancellor │
                    │     (Education)       │
                    └──────────┬──────────┘
                    ┌──────────┴──────────┐
                    │ Director Business Analysis & │
                    │   Learning Analytics  │
                    └──────────┬──────────┘
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│ BA & Strategy │ │ Evaluation  │ │ Learning  │ │ Business │ │ Data Analyst │
│    Team      │ │    Team     │ │ Analytics │ │ Analyst  │ │           │
│             │ │            │ │ Specialist│ │          │ │           │
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Approval:

Approved by Head of Unit: _____

Date: _____

Approved by Human Resources: _____

Date: _____