

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

Position Title: Educational Designer (Team Leader) Level: 8/9

Faculty/Division: Learning Teaching and Curriculum Department/Location: Technology Enhanced Learning

Primary purpose of the position:

Educational Designers support the development, enhancement, evaluation and sharing of good practice in blended teaching and learning.

Position Environment:

The Educational Designers are part of the Technology Enhanced Learning team within Learning, Teaching & Curriculum (LTC). Educational Designers facilitate and support continuous development of high quality blended teaching and learning practices, products and services for the University of Wollongong Community.

Major Accountabilities/Responsibilities:

Responsibilities		Outcome	Percentage of Time
1.	Lead engagement with and facilitate achievement of key strategic blended teaching and learning projects that support the University's key priorities (including curriculum transformation and digital learning thresholds).	Key priorities achieved	30%
2.	Lead professional development in the design and facilitation of flexible, learner-centred environments	Staff supported to incorporate good practice flexible, learner-centred strategies. Digital Learning Thresholds adhered to in subjects	20%
3.	Provide expert advice on the appropriate use of new and emerging technologies in blended teaching, curriculum, learning and innovative assessment design to the University Community (including working with the Learning Platform Steering Committee).	Pedagogically sound technological approaches evidence in learning and teaching activities	10%
4.	Lead and maintain positive and collaborative working relationships and networks to support and advance the LTC portfolio, including Faculty representation	Elements of LTC portfolio achieved	20%
5.	Engage in continuous professional development to inform student learning	Improved effectiveness as facilitator of good practice in learning and teaching	10%
6.	Operate with a high degree of autonomy and flexibility within a collaborative team environment	Meetings set goals for self and team	Ongoing
7.	Evaluate, promote and showcase good practice in blended learning and teaching	Cases shared via symposia, case studies, publication and/or conference presentation	10%
8.	Staff Supervision and Communications Provide effective leadership and mentoring ensuring all ED staff: <ul style="list-style-type: none"> participate in regular career development and performance planning interviews are provided with an appropriate level of direction, feedback and guidance during their probation period 	To foster direct relationships with staff and enhance engagement with the organisation.	Ongoing

	<ul style="list-style-type: none"> are actively encouraged to develop their careers including (as appropriate): research; learning and teaching; governance have workload agreements in place that meet UOW policy requirements provide fair recommendations for probation and promotion consistent with UOW policies and procedures. 		
9.	Observe principles and practices of Equal Employment Opportunity	To ensure fair treatment in the workplace	Ongoing
10.	Have WH&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

Reporting Relationships:

Position Reports to:	Head, Technology Enhanced Learning
The position supervises the following positions:	Education Design Team
Other Key Contacts:	Director, Learning, Teaching & Curriculum DVCE

Key Relationships:

Contact/Organisation:

Learning Teaching & Curriculum units
Learning Platform Steering Group

Purpose & Frequency of contact

As required for project tracking and process review
Initiate resource production, as required
Participate in workshop development and delivery, as required
Collaborate on projects, staff support and policy development as required

Key Challenges:

- Integration of pedagogically sound, technology enhanced learning into good practice learning designs appropriate to the UOW context
- Lead projects and programs and collaborate across UOW, LTC to meet University and Unit goals
- Working within the available budget/time limitations
- To achieve the unit's strategic work objectives through direct communication and consultation with staff and colleagues.

SELECTION CRITERIA - Knowledge & Skills:

Essential:

- Demonstrable awareness of current advances in Educational Design, Blended Learning and new educational technologies.
- Demonstrable awareness of the relationship of learning strategies to learning outcomes, user interface design, educational design, and assessment
- Demonstrated educational design and authoring skills.
- Clear, concise and effective written and oral communication skills
- Ability to develop and maintain good relationships with learning and teaching staff in a Faculty Liaison role
- Ability to interview clients and assess their needs
- Team leadership and staff mentoring within and across projects

Desirable:

- Design of subject and courses within a learning management system
- Experience of formal project management procedures

SELECTION CRITERIA - Education & Experience:

Essential:

- Undergraduate and/or higher degree in discipline relevant to education or educational technology, or equivalent.
- Demonstrated team leadership
- Demonstrated experience in professional development in the higher education sector
- Extensive experience in developing learning and teaching resources

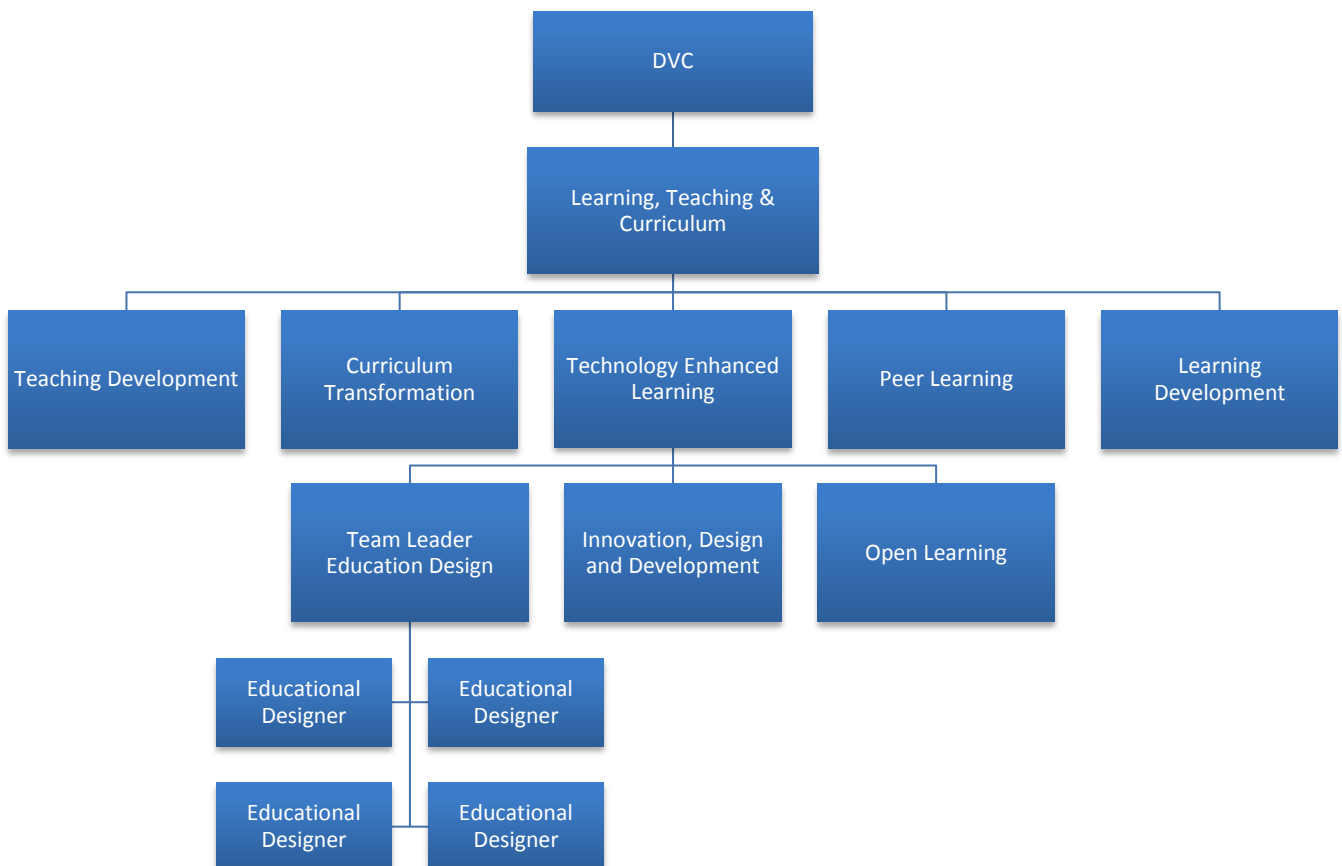
Desirable

- Qualifications in educational design

Personal Attributes:

- A passion for teaching and learning
- Ability to lead teams and also be part of a team
- Must have a client based service philosophy
- Proven ability to work with initiative and minimal supervision in an output-oriented work environment
- Demonstrated ability to meet deadlines and prioritise workloads
- Demonstrated analytical and innovative approach to problem solving

Organisational Chart:



Roles and Responsibilities in Relation to Workplace Health and Safety:

The University of Wollongong is committed to providing a safe and healthy workplace for its workers, students and visitors. All members of the University community have a collective and individual responsibility to work safely and be engaged in activities to help prevent injuries and illness.

In addition to the major accountabilities/responsibilities required for your position, you also hold the following roles and responsibilities in relation to Workplace Health and Safety:

All Staff

- Take reasonable care for your health and safety as well as others.
- Comply with any reasonable instruction by the University.
- Cooperate with any reasonable policies and procedures of the University including reporting of hazards or incidents via the University reporting process.
- Certain staff have specific responsibilities for Work Health and Safety (WHS), further information is available in the document [Roles And Responsibilities for WHS](#) and [WHS Management System](#).

Additional Responsibilities for Staff with supervisory responsibilities

- Ensure work area, equipment and practices are compliant with applicable legislation, standards, codes of practice and University guidelines.
- Ensure risk management activities are undertaken to minimise WHS risk including hazard and incident reporting, risk assessment and safe work procedures.
- Provide the necessary instruction, information, induction, training and supervision to enable work to be carried out safely.
- Ensure Work Health and Safety (WHS) activities and requirements are implemented for area as outlined in the [Roles And Responsibilities for WHS](#) and [WHS Management System](#).

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.