

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

Position Title: Learning Analytics Project Officer Level: 6/7
Faculty/Division: Deputy Vice Chancellor (Academic) Department/Location: Business Analysis & Learning Analytics

Primary purpose of the position:

The Learning Analytics Project Officer will provide support to the UOW learning analytics strategy with a focus on providing support to academic staff in the culture change and technology upskilling required for learning analytics success. The scope of the role encompasses: engagement with academic staff to facilitate the use of analytics tools to support teaching and learning; provision of expert advice on Moodle optimisation for learning analytics; liaison with external software developers; project management support; participation in governance committees.

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.

The Deputy Vice-Chancellor Academic is leading the Curriculum Transformation Project at UOW and enhancing teaching and learning through learning analytics falls within the scope of this strategic project. The role of the Learning Analytics Project Officer makes a direct contribution to achieving this strategic goal through intelligent use of information technology, analytics and understanding of teaching and learning.

Major Accountabilities/Responsibilities:

Responsibilities		Outcome	Percentage of Time
1.	Support Faculty based academic staff in the adoption of learning analytics to support student success and continuous improvement of our teaching and learning with a focus on optimising the use of Moodle and providing assistance with data interpretation.	Demonstrable assistance provided to academic staff.	70
2.	Development and delivery of a multi-faceted communication strategy to raise student and staff awareness of the new learning analytics environment.	Communications strategy operational	10
3.	Assist with the project management of the learning analytics initiatives within the broader curriculum transformation project.	Project milestones achieved within budget and acceptable timeframes.	10
4.	Support the ongoing development and testing of the UOW learning analytics technology platform as required.	Reliable testing with a focus on usability for teachers and students	10
5.	Observe principles and practices of Equal Employment Opportunity	To ensure fair treatment in the workplace	Ongoing

Reporting Relationships:

Position Reports to:	Learning Analytics Specialist
The position supervises the following positions:	No supervision
Other Key Contacts:	Associate Deans(Education), Faculty Academic staff, Learning, Teaching & Curriculum team members, Information Management & Technology staff.

Key Relationships:

Contact/Organisation	Purpose & Frequency of contact
Learning Analytics Specialist	Ongoing, as required
Associate Deans(Education)	Collaboration, as required
Faculty academic staff	Collaboration, as required
Staff supporting UOW teaching & learning systems	Collaboration, as required including during plug-in testing
External software developers	Ongoing throughout all phases of project
UOW Learning Analytics Governance Committee	As required

Key Challenges:

1. Supporting the adoption of learning analytics in a challenging academic environment where demonstrable benefits to both staff and students are essential.
2. Understanding the challenges faced by academic staff in the delivery of engaging, effective teaching practice in the increasingly digital higher education environment.
3. Continuous upskilling in the diverse technology components underpinning learning analytics environments.

SELECTION CRITERIA - Knowledge & Skills:

Essential:

- Knowledge of contemporary higher education teaching challenges, particularly related to technology enhanced learning.
- Advanced knowledge and skill in the use of Moodle to support teaching and learning in a higher education environment.
- Knowledge of ethical issues that arise in teaching environments supported by learning analytics.
- Data analysis and interpretation skills.
- Knowledge of culture change challenges within complex organisations.

Desirable:

- Knowledge of data warehouse technologies

SELECTION CRITERIA - Education & Experience:

Essential:

- Relevant undergraduate qualifications in education, information management or technology disciplines.
- Experience in the use of Moodle to support teaching and learning.
- Experience in communicating the outcomes of data analysis in a non-technical manner to enable appropriate interpretation and action by stakeholders.
- Experience working with quantitative methods in a data rich environment.

Desirable:

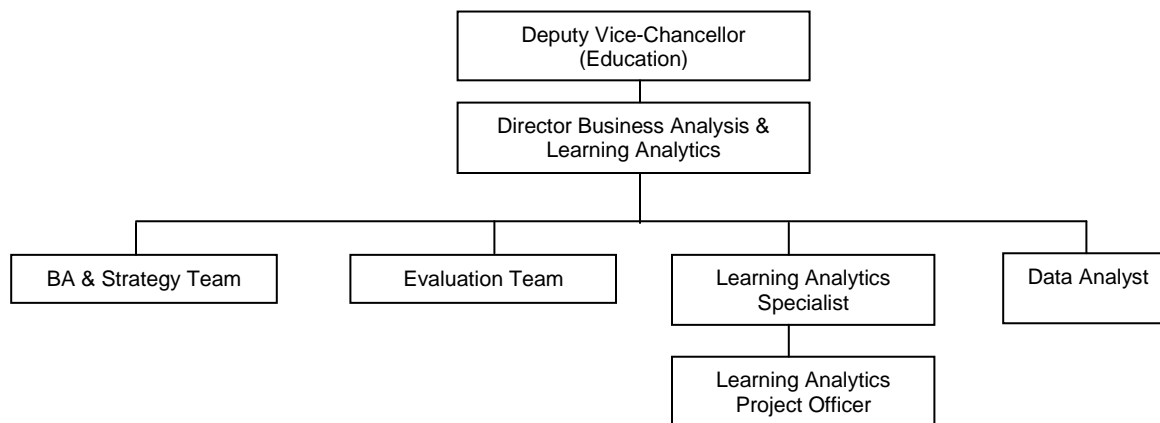
- Teaching experience in a higher education environment

- Experience in use of IBM SPSS Modeller software

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.

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](#).

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.