UNIVERSITY OF WOLLONGONG
AUSTRALIA

POSITION DESCRIPTION
Academic Positions *(In addition to the Position Classification Standards)*

Position Title:	Head, Technology Enhanced Learning	Level:	C/D
Division:	Learning, Teaching & Curriculum	Department:	Technology Enhanced Learning

Primary purpose of the position:

The Head of Technology Enhanced Learning (TEL) is a leadership position that reports to the Director, Learning, Teaching & Curriculum (LTC) and, in collaboration with the Director, plays a key role in achieving UOW's Strategic Goal, *'Learning and the Student Experience'* for all UOW students, whether main campus, regional or off shore. The Head will provide leadership for the University with respect to technology enhanced learning, including policy development in the evolving UOW digitally enhanced student learning environment, considering UOW's direction in Open Learning. The Head will be expected to manage their team to aid in addressing the major accountabilities and responsibilities of the role.

Position Environment:

The University of Wollongong is a leading Australian university with a history of outstanding achievement in teaching and learning. UOW attracts students from more than 130 countries and is fundamentally committed to providing our diverse body of students with an engaging world class 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. UOW is a major driver of regional development and one of the largest non-government employers in the Illawarra region of New South Wales.

The University of Wollongong's Strategic Plan 2013 – 2018 articulates six specific goals including, *'Learning and the Student Experience',* to support the delivery of student-centred, challenging programs of the highest standards. The new Strategic Plan 2013 - 2018 has led to a major focus on a Technology Enhanced and Open Learning Strategy; Curriculum Transformation, including an English Language Policy; and a Continuing Professional Development Framework. The UOW Technology-Enriched Learning Strategy 2015-2019 was recently endorsed by the Academic Senate and the Head will be involved in University-wide consultation to implement the strategy and associated plans; drawing on a national network to inform the development, dissemination, implementation (through professional development strategies and a change management process), and benchmarking and evaluation of the Strategy.

Major Accountabilities/Responsibilities:

	Responsibilities	Outcomes
1.	Operationalise the UOW Technology-Enriched Learning Strategy 2015-2019 including University-wide consultation and engagement to implement the strategy and associated plans including: work collaboratively with senior academic staff in Faculties to implement and extend the Digital Learning Thresholds	Implementation in accordance with the approved project plan(s)
2.	As Chair/a Member of the UOW Learning Platform Steering Committee actively support/make recommendations for the continuous review and improvement of the Learning Platform suite and, in collaboration with IMTS, develop policy and procedure to support the effective use of learning technology	Timely and accurate advice/decisions on learning technologies including support and budget considerations as well as implementation plans for new technologies.
3.	Regularly benchmark and evaluate UOW's Learning Platform suite to ensure that it can accommodate required current and future teaching needs. Wherever possible consult with academic colleagues to address any shortcomings.	Provision of learning technologies to enable a high quality, stimulating and productive educational experience.

Responsibilities		Outcomes
4.	Effectively lead and develop the TEL team to: - ensure a high level of performance; and - promote teamwork, collaboration, effective communication, professional development and high level customer service	- A committed and engaged team - Maintain a high level of stakeholder satisfaction
5.	Contribute actively and constructively in Governance and Service activities. This includes participation in departmental and/or faculty meetings and/or membership of a limited number of Committees	Make a positive contribution to LTC, University and professional/academic community.
6.	Conduct research within area of expertise. Play a significant role in major research projects, including, where appropriate, leadership of a research team.	- Remain research active in accordance with the Research Active Policy. - Publish high quality research outcomes
7.	Provide strategic advice and support to the LTC Director and the Deputy Vice-Chancellor (Academic) in the identification and development of institution-wide educational technology/ open learning projects linked to University Strategy in learning and teaching, leading to implementation where appropriate.	Accurate and timely strategic advice
8.	Supervisory roles: Communicate and consult with staff on workplace and staffing matters.	To foster direct relationships with staff and enhance engagement with the organisation.
9.	Observe principles and practices of Equal Employment Opportunity	To ensure fair treatment in the workplace
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.

Reporting Relationships:

Position Reports to:	Director, Learning, Teaching & Curriculum
The position supervises the following positions:	Technology Enhanced Learning Unit Managers
Other Key Contacts:	DVC (Academic)

Key Relationships:

Contact/Organisation:	Purpose & Frequency of Contact
Information Management & Technology Services	Maintain a strong relationship - weekly
DVCA Directors	Collaboration and Updates – as required
Associate Deans (Education)	Collaboration and Updates – as required
VCAG	Updates – when required
LTC Heads	Collaboration and updates - fortnightly

Key Challenges:

1. Providing leadership to the UOW community in the area of continual innovation in learning and teaching in a technology rich learning environment.
2. Implementation of UOW technology enhanced/open learning strategies.
3. Enhancing the reputation UOW in the area of technology enhanced learning.
4. To achieve the unit's strategic work objectives through direct communication and consultation with staff and colleagues.

SELECTION CRITERIA - Knowledge & Skills:

Essential:
- In-depth knowledge, understanding and experience of working in the Technology Enhanced Learning area in the Higher Education sector.

- Ability to lead changes in technology and pedagogy demonstrated through knowledge of current developments in TEL/Open Learning.
- Demonstrated ability to work autonomously, lead the activities of a team of professionals and appropriately influence executive managers.
- Excellent communication and interpersonal skills, including sound cultural sensitivity and stakeholder focus.

SELECTION CRITERIA - Education & Experience:

Essential:
- PhD in a relevant field or a combination of qualifications and demonstrated experience deemed equivalent
- Scholarly achievement in the areas of learning and teaching related to technology rich environments.
- Demonstrated leadership in delivering best practice in learning and teaching outcomes including initiatives to enhance the learning experience.
- Broad range of experience in using technology to enhance the student learning experience.
- Demonstrated experience shaping and working within the scope of policies, procedures and Higher Education standards.
- Demonstrated experience in the effective implementation of strategies, including benchmarking and evaluation activities, that support technology enhanced learning.
- Proven track record in management and leading change within Higher Education.

Personal Attributes:

- Commitment to UOW's mission and core values.
- A capacity to work collaboratively and respond to the needs of a diverse range of stakeholders.
- Ability to influence others and bring about change in a complex collegial environment.
- Have a 'can do' approach, commits to action and takes responsibility for driving outcomes.

Special Job Requirements:

- Availability to travel to all Australian and International UOW locations.

Organisational Chart:
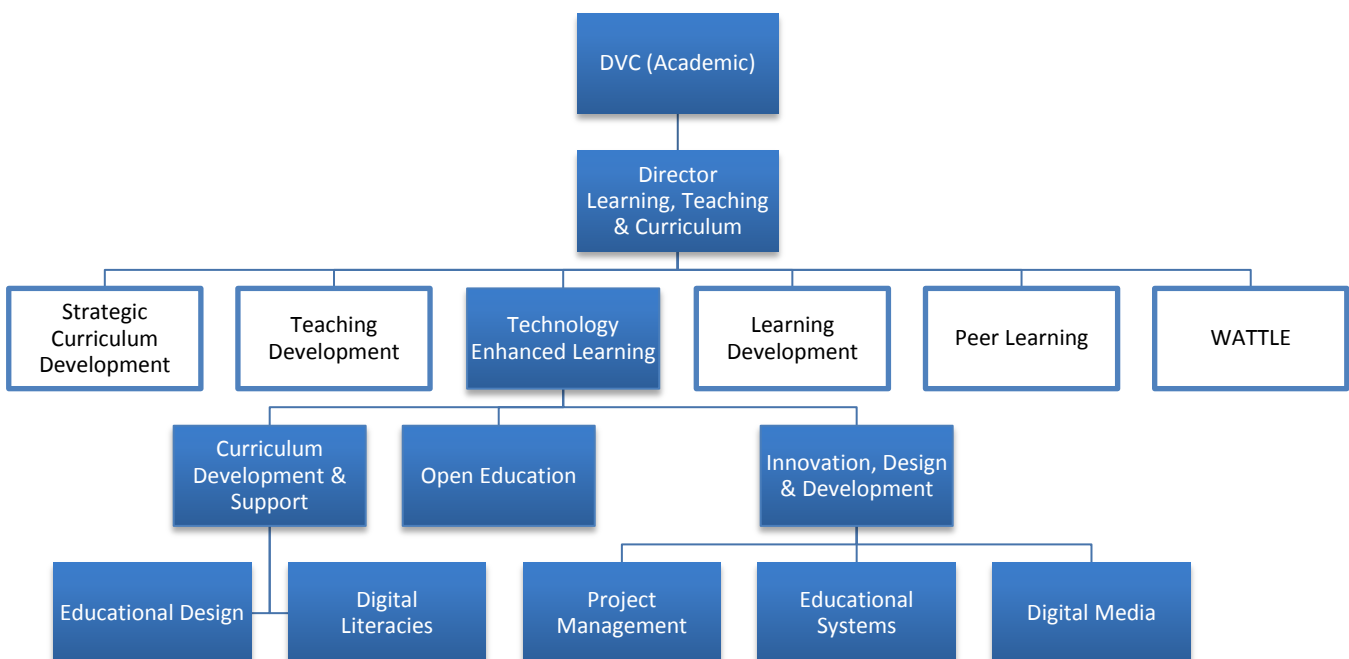
Roles and Responsibilities in Relation to Workplace Health and Safety:

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:

- 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.
- 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.

POSITION CLASSIFICATION STANDARD - Teaching and Research

Level: D
Title: Associate Professor

Description:

A position classification standard describes the broad categories of responsibility attached to academic staff at different levels. The standards are not exhaustive of all tasks in academic employment, which is by its nature multi-skilled and involves an overlap of duties between levels. **Therefore the standards should not be applied mechanistically. Quality of performance is the principal factor governing level of appointment of individuals, and a broadly worded skill base is set out for each level.**

All levels of academic staff can expect to make a contribution to a diversity of functions within their institutions. Such functions include teaching research participation in professional activities and participation in the academic planning and governance of the institution. The balance of functions will vary according to level and position and over time.

- General Standard
- Specific Duties
- Skill Base

General Standard:

A Level D academic is expected to make a significant contribution to all activities of the organisational unit or interdisciplinary area and play a significant role within their profession or discipline. Academics at this level may be appointed in recognition of distinction in their disciplinary area.

Specific Duties:

Specific duties required of a level D academic may include
- The conduct of tutorials, practical classes, demonstrations, workshops, student field excursions, clinical sessions and studio sessions.
- The development of and responsibility for curriculum/programmers of study.
- Course co-ordination.
- The preparation and delivery of lectures and seminars.
- Supervision of major honours or postgraduate research projects.
- Supervision of the program of study of honours students and of postgraduate students engaged in course work.
- The conduct of research, including, where appropriate, leadership of a major research team.
- Significant contribution to the profession, and/or discipline.
- High level administrative functions.
- Consultation with students.
- Marking and assessment.
- Attendance at departmental and faculty meetings.

Skill Base:

A Level D academic will normally have the same skill base as a Level C academic. In addition there is a requirement for academic excellence which may be evidenced by an outstanding contribution to teaching and/or research and/or the profession.

POSITION CLASSIFICATION STANDARD - Teaching and Research

Level: C
Title: Senior Lecturer

Description:

A position classification standard describes the broad categories of responsibility attached to academic staff at different levels. The standards are not exhaustive of all tasks in academic employment, which is by its nature multi-skilled and involves an overlap of duties between levels. **Therefore the standards should not be applied mechanistically. Quality of performance is the principal factor governing level of appointment of individuals, and a broadly worded skill base is set out for each level.**

All levels of academic staff can expect to make a contribution to a diversity of functions within their institutions. Such functions include teaching research participation in professional activities and participation in the academic planning and governance of the institution. The balance of functions will vary according to level and position and over time.
- General Standard
- Specific Duties
- Skill Base

General Standard:

A level C academic is expected to make significant contributions to the teaching effort of a department, school, faculty or other organisational unit or an interdisciplinary area. An academic at this level is also expected to play a major role in scholarship, research and/or professional activities.

Specific Duties:

Specific duties required of a Level C academic may include:
- conduct of tutorials, practical classes, demonstrations, workshops, student field excursions, clinical sessions and studio sessions;
- and development of course material;
- co-ordination;
- preparation and delivery of lectures and seminars;
- of major Honours or postgraduate research projects;
- of the program of study of Honours students and of postgraduate students engaged in course work;
- conduct of research;
- role in research projects including, where appropriate, leadership of a research team;
- in professional activity;
- with students;
- administrative functions;
- and assessment;
- at departmental and/or faculty meetings and a major role in planning or committee work.

Skill Base:

A Level C academic will normally have advanced qualifications and/or recognised significant experience in the relevant discipline area. A position at this level will normally require a Doctoral qualification or equivalent accreditation and standing. In determining experience relative to qualifications, regard shall be had to teaching experience, experience in research, experience outside tertiary education, creative achievement, professional contributions and/or to technical achievement. In addition a position at this level will normally require a record of demonstrable scholarly and professional achievement in the relevant discipline area.