



## POSITION DESCRIPTION

**Asialink**  
Chancellery International

### Learning Programs Designer

<b>POSITION NO</b>	0056663
<b>CLASSIFICATION</b>	UOM 7
<b>SALARY</b>	\$98,402 - \$106,519 per annum
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	Full time
<b>BASIS OF EMPLOYMENT</b>	6-month until February 2023 (potential for internal transfer/secondment)
<b>OTHER BENEFITS</b>	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
<b>HOW TO APPLY</b>	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Email queries can be sent to: <a href="mailto:Asialink-business@unimelb.edu.au">Asialink-business@unimelb.edu.au</a> Please do not send your application to this contact <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:  
[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)

## ***Position Summary***

This newly created project-based role will work as part of a team responsible for design and development of core programs for the Asialink Business Academy, an exciting new initiative for Asialink Business. The Asialink Business Academy project will establish a distinct, branded identity for Asialink Business programs. The role will support the implementation of a standard program architecture and rapid design process to provide a library of programs that develop the fundamental capabilities for Australian businesses to do business in and with Asia. The Learning Programs Designer will combine sound instructional design principles and methodologies with a passion for innovation and leading practice design in adult learning across in-person and virtual formats. The Learning Designer will be guided and mentored by the Capability Development Leadership team at Asialink Business.

Asialink Business is the National Centre for Asia Capability, established with a mandate from the Australian Government to create an Asia-capable workforce, the Asialink Business Academy is core to delivering this mandate. Asialink Business is part of Asialink, a department of the University of Melbourne under the portfolio of Chancellery International. Asialink is Australia's leading centre for creative engagement with Asia. It provides insights, develops capabilities and connects people through education, arts, diplomacy and business.

### ***1. Key Responsibilities***

With the support and guidance of the Associate Director, Strategy and Capability:

#### **1.1 LEARNING PROGRAMS**

- ▶ Develop the Academy Programs and Modules in line with the agreed Academy frameworks and priorities under the guidance of the Capability Development Leadership team
- ▶ Work with subject matter experts and learning specialists to design and develop program learning journeys
- ▶ Design and prepare professional learning programs for face to face, virtual and hybrid delivery using instructional design methodologies under the guidance of the Capability Development Leadership team
- ▶ Develop detailed program materials including facilitator guides, learning materials, and participant materials
- ▶ Use digital design skills to create materials that engage participants and support their learning
- ▶ Develop program overviews for promotional purposes
- ▶ Collaborate with digital specialists to develop web access to the Academy

#### **1.2 MATERIALS DEVELOPMENT**

- ▶ Produce professional and accurate program materials and marketing materials using MS Word, Excel, PowerPoint, design and graphic software (e.g InDesign, Canva)
- ▶ Research, prepare and file key documents such as proposals, course and program materials, and legal agreements.

### 13 CO-ORDINATION AND ADMINISTRATION

- ▶ Development and maintenance of all specific Academy courses to ensure that they are high quality and relevant to the program. The scope of this activity includes, but is not limited to, accurately interpreting industry learning & development needs, and course development, rollout, maintenance and evaluation where required under the guidance of the Capability Development Leadership team
- ▶ Represent the organisation in a professional manner, interacting with clients and providers at Asialink Business events and training programs
- ▶ Other duties as deemed appropriate by the Supervisor to reflect business needs

### 14 SUPPORTING OTHER ASIALINK BUSINESS ACTIVITIES

- ▶ Provide professional and accurate administrative assistance to support other Asialink Business teams as required

## 2. Selection Criteria

### 21 ESSENTIAL

- ▶ Applied learning design experience in the development of high-quality learning resources and experiences (for in-person, virtual and hybrid delivery)
- ▶ Demonstrated experience working with a range of digital technologies to support the delivery of facilitator led online (virtual) hybrid and onsite face to face programs
- ▶ Highly organised, detail oriented with a strong work ethic, commitment to continuous improvement, openness to new ideas and creative approaches to problem solving within established timelines
- ▶ Outstanding written communication skills
- ▶ Excellent customer relationship and interpersonal skills, including the ability to liaise with a range of internal and external stakeholders to achieve successful outcomes
- ▶ Self-motivated and capable of taking initiative and accepting responsibility as required
- ▶ Completion of a degree or diploma qualification with subsequent relevant work experience, preferably in adult training or education; or an equivalent combination of relevant experience and/or education/training

### 22 DESIRABLE

- ▶ Knowledge of emergent trends in ICT, particularly the educational application of social media, mobile technologies, and rich media.
- ▶ Interest and experience in Asia.

## 3. Job Complexity, Skills, Knowledge

### 31 LEVEL OF SUPERVISION / INDEPENDENCE

This position works under the direction of the Director, Capability Development and the Associate Director, Strategy and Capability. The incumbent is expected to work with a

high level of independence and be self-motivated and is expected to prioritise workloads and plan ahead. The position also demands initiative, the ability to work without direct supervision and the capacity to be an effective team member within Asialink Business, sharing expertise and resources and working closely with other program staff.

### **32 PROBLEM SOLVING AND JUDGEMENT**

The incumbent is expected to exercise sound judgment and strong problem solving and analytical skills. The Learning Programs Designer will be expected to exercise a high level of independence and demonstrate initiative in undertaking the responsibilities assigned to the position. The capacity to collaborate to a high degree with staff, clients and key stakeholders in a range of areas will be required at all times.

The incumbent must have the capacity to anticipate and identify problems and assist in the development of sound solutions for consideration by the capability development leadership team.

### **33 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE**

The incumbent will use their learning and development knowledge to contribute to the successful creation of the Asialink Business Academy.

### **34 RESOURCE MANAGEMENT**

While this role is not ultimately responsible for budgeting, the successful applicant will be required to seek quotes which will in turn help inform budgets; be prepared to consider the financial impact of how projects are being undertaken; and asked to assist with reporting on the financial and other resources needed to complete required tasks.

### **35 BREADTH OF THE POSITION**

The outcomes of this position impact on the status and reputation of Asialink and the University of Melbourne within both the wider university community and external environment.

## ***4. Equal Opportunity, Diversity and Inclusion***

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and

background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Growing Esteem.

## **5. Occupational Health and Safety (OHS)**

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

## **6. Other Information**

### **61 ORGANISATION UNIT**

[www.asialink.unimelb.edu.au](http://www.asialink.unimelb.edu.au) [www.asialinkbusiness.com.au](http://www.asialinkbusiness.com.au)

Asialink Business is a key program area of Asialink, Australia's premier body promoting Australia-Asia engagement. Asialink Business was established with a mandate from the Australian Government to help create an Asia capable workforce in Australia and works closely with the other program areas of Arts, Diplomacy, and Education under the Asialink Group banner. Asialink is a partnership between the University of Melbourne and the Myer Foundation and operates under the portfolio of Chancellery International.

### **62 THE UNIVERSITY OF MELBOURNE**

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>.

### **63 ADVANCING MELBOURNE**

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of

education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.

We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.

We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.

We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes: place, community, education, discovery and global.

## 64 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <http://www.unimelb.edu.au/governance>