Secretariat (Student and Academic Services)
Faculty of Science

eLearning Coordinator

POSITION NO 0032504

CLASSIFICATION UoM 6

SALARY $92,749 - $100,397 (pro rata for part-time)

SUPERANNUATION Employer contribution of 17%

WORKING HOURS Full-time (1FTE)

BASIS OF EMPLOYMENT Fixed Term (12 months)

FLEXIBLE EMPLOYMENT
The Faculty of Science is strongly committed to supporting diversity and flexibility in the workplace. Applications for part-time or other flexible working arrangements will be welcomed and will be fully considered subject to meeting the inherent requirements of the position.

OTHER BENEFITS https://about.unimelb.edu.au/careers/staff-benefits

HOW TO APPLY Online applications are preferred. Go to http://about.unimelb.edu.au/careers, select the relevant option. (‘Current Opportunities’ or ‘Jobs available to current staff’), then find the position by title or number.

CONTACT FOR ENQUIRIES ONLY Emma Cosgriff
Teaching Support Manager
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For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers
**Acknowledgement of Country**

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

**Position Summary**

Reporting to the Teaching Support Manager, the eLearning Coordinator will provide day-to-day e-Learning support for academic staff responsible for the delivery of teaching and learning across the Doctor of Veterinary Medicine and complimentary Science courses.

The incumbent will also provide technical support and training for academic and professional staff on the University's Learning Management System and related digital technologies in learning, teaching and assessment practices.

As part of a small team of professional staff within the Melbourne Veterinary School (MVS) and School of Agriculture, Food and Ecosystem Sciences (SAFES), the Coordinator will actively contribute to the process and practice improvement and enhancement, actively engage in productive professional development and training, and provide client support to students, staff and a range of internal stakeholders.

The position is based at the Werribee campus of the Faculty of Science; the incumbent will be expected to work at the Parkville campus as required. Flexible working arrangements are provided.

1. **Key Responsibilities**

- Supporting academic staff with building content into Canvas LMS sites, applying style, quality and accessibility standards, and developing interactive and engaging learning materials, to deliver quality teaching outcomes.
- Providing ‘at elbow’ LMS support to academic staff and coordinating administration of subject sites as the LMS Faculty representative, assisting the Faculty in identifying training needs with a particular focus on developing the digital capacity of academic staff to support performance outcomes for teaching and learning.
Proactively maintain a high-level awareness of changes to accreditation and University policy and procedure and conduct regular LMS audits to ensure compliance and best practice across the Faculty.

Create innovative and immersive learning objects and extended functionality to integrate and embed eLearning in the curriculum.

Provide coaching and training to other team members as required. Demonstrate a commitment to teamwork and promote a collaborative and supportive work environment.

Where required, assist with teaching and learning support, including curriculum changes, timetabling, coordination of results entry and committee support for example, board of examiners, learning and teaching committees.

### 2. Selection Criteria

#### 2.1 ESSENTIAL

1. A tertiary degree with subsequent relevant experience or an equivalent combination of relevant experience and/or education/training.

2. Technical skills in learning management systems (preferably Canvas), learning technologies, and technology enhanced learning platforms (e.g., Echo360, Lecture Capture, Kaltura video, Zoom).

3. Analytical and problem-solving skills with the potential to develop processes and design innovative solutions for effective service delivery. Excellent planning and organisational skills, with demonstrated experience in delivering high volume projects within defined timelines.

4. Advanced digital media skills to produce learning materials, resources, and learning experiences, including video, audio, image and basic graphic design, HTML editing, media compression.

5. Readily learn new technologies independently, with minimal guidance or support. Demonstrate ability to self-educate on using new eLearning and veterinary software with minimum documentation.

6. Ability to work proactively, patiently and effectively with a wide range of stakeholders with different technical skills and knowledge. Strong interpersonal skills including the ability to take a client-oriented approach and develop effective working relationships with a diverse range of stakeholders.

7. A high level of enthusiasm, flexibility, self-motivation, and initiative, and demonstrated ability to work independently as well as cooperatively as part of a team.

#### 2.2 DESIRABLE

- Previous experience in eLearning or IT in the university education sector.
- Sound working knowledge and experience with Canvas Learning Management System.
Graphic design and typesetting experience, using Adobe Creative Suite applications, including InDesign, Photoshop, Illustrator.

Video post-production experience in Adobe Premiere or similar software. Video production and audio recording skills and experience are a plus.

Website design, including sound knowledge of HTML/CSS. Knowledge of PHP and SQL is a plus.

2.3 OTHER JOB RELATED INFORMATION

- This position requires the incumbent to hold a current and valid Working with Children Check.
- The role may require occasional work out of ordinary hours, to support events held outside normal office hours and on weekends.
- Annual leave must be taken at a time which accommodates the peak workflows of the area.
- This position is located at both Parkville and Werribee campuses, with flexible work arrangements accommodated.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The eLearning Coordinator receives general direction from the Manager, Teaching Support and operates within the broad framework of Accreditation, Faculty and University policy and requirements. The Coordinator, will work independently to plan, deliver and review the eLearning and LMS requirements of MVS and SAFES in a timely manner.

The incumbent will be required to form strong working relationships with their counterparts in the Faculty of Science; Student and Academic Services team, Students and Scholarly Services, as well as with internal and external service providers. The position may also require the incumbent to represent and support the Faculty with a variety of functions and interact in a professional and informed manner with individuals from a broad range of stakeholder groups.

3.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent will be required to demonstrate sound judgment in the coordination and management of all elements of the role. They will be required to negotiate outcomes with academic and professional colleagues at all levels, as well as students of diverse cultural backgrounds. The incumbent will also have the discretion to provide innovative solutions to problems within the delegated area of responsibility. Recommendations for changing policy and current work practices would be referred to relevant managers.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The eLearning Coordinator is required to maintain a detailed understanding of Accreditation requirements, University and Faculty policy and procedures as well as a
range of information systems, including peripheral enterprise systems that integrate with the LMS.

The incumbent requires excellent computer skills with proven track record in developing impactful training materials and providing outstanding user support and training.

3.4 BREADTH OF THE POSITION

The eLearning Coordinator is expected to build strong relationships throughout the Melbourne Veterinary School (MVS) and School of Agriculture, Food and Ecosystem Sciences (SAFES), relevant Faculty of Science teams, as well as professional staff members in University Services in order to facilitate the development and delivery of clinical placements.

The Coordinator will need to interact effectively and appropriately with a variety of staff at all levels, both internal and external to the University, on many different issues.

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 Advancing Melbourne strategy that addresses 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 Advancing Melbourne.

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:

https://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

6.1 SCIENCE SECRETARIAT

The Science Secretariat is the administrative unit for the Faculty of Science and all its teaching, research and commercial activities. The Secretariat is responsible for the policy development, planning, implementation and ongoing management of Faculty programs.

6.2 FACULTY OF SCIENCE

https://science.unimelb.edu.au

Science at Melbourne is a global leader across fundamental and impactful scientific research and education. Science begins with curiosity, and we are dedicated to understanding the universe from the level of sub-atomic particles to the solar system. We aim to be leaders who positively impact the community locally and globally, addressing major societal issues from climate change to disease. Our discoveries help build an understanding of the world around us.

Our strength is our breadth of expertise. We are the second largest faculty in the University comprising seven schools: Agriculture, Food & Ecosystem Sciences, BioSciences, Chemistry, Geography, Earth & Atmospheric Sciences, Mathematics & Statistics, Physics and Veterinary Science.

This depth of knowledge positions the faculty to better understand, explore and impact our world and humanity, within a truly comprehensive Faculty of Science.

We have more than 150 years of experience in pioneering scientific thinking and analysis, leading to outstanding teaching and learning and offer a curriculum based on highly relevant research. We aim to train students with the knowledge and intellectual flexibility to drive the industries of tomorrow and lead across all levels of society.

We offer a range of undergraduate, honours, graduate and research degrees, enrolling more than 11,500 undergraduate and 3,750 graduate students.

We are dedicated to delivering leading transformative educational outcomes, underpinned by research, and an inclusive and inspiring student experience.

Excellence comes in many forms and diversity of thought, perspective and disciplines is essential to deliver globally leading science. At the core of our success is our focus on an inclusive environment for all in our community. Our Faculty’s focus on equity, inclusion and belonging is grounded in our endeavour to ensure we are best placed to advance research, teaching and serve diverse national and global communities.

As a Science community we sit across five of the University’s campuses – Parkville, Dookie, Burnley, Creswick and Werribee. This reach provides us with a unique perspective that is beneficial to our teaching and research. It also means we can offer our students a greater variety of learning experiences and internships to engage with industry partners to solve real-world issues.

The Faculty is custodian of the Bio21 Molecular Science and Biotechnology Institute, Melbourne Energy Institute, Melbourne Biodiversity Institute, Office for Environmental Programs, Australian Mathematical Sciences Institute (AMSI) and the Indigenous Knowledge Institute and home to numerous Centres.
6.3 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

6.4 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.

6.5 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 https://about.unimelb.edu.au/strategy/governance