Melbourne School of Population and Global Health
Faculty of Medicine, Dentistry and Health Sciences

Learning Designer (Academic)

POSITION NO 0029067
CLASSIFICATION Academic Specialist Level B
SALARY $114,645 - $161,926 p.a. (pro rata part time)
SUPERANNUATION Employer contribution of 17%
EMPLOYMENT TYPE Part time (0.4 FTE) for 3 years
OTHER BENEFITS http://hr.unimelb.edu.au/careers/working/benefits
BASUS OF EMPLOYMENT Fixed Term position available until July 31, 2026
HOW TO APPLY Online applications are preferred. Go to
http://hr.unimelb.edu.au/careers, under ‘Job Search and Job Alerts’,
select the relevant option (‘Current Staff’ or ‘Prospective Staff’), then
find the position by title or number.

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Please do not send your application to this contact

For information about working for the University of Melbourne, visit our websites:
hr.unimelb.edu.au/careers
joining.unimelb.edu.au
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

The position of learning designer (Academic) is a significant education-focused role in the Melbourne School of Population and Global Health (MSPGH) and critical to the ongoing success of its graduate and undergraduate coursework programs.

Over the next five years the Melbourne School of Population and Global Health aims to strengthen its position as the leading provider of higher education and workforce training in public health in Australia and the Indo Pacific region. To achieve this objective we wish to ensure that our curriculum is innovative, accessible and of the highest quality. A skilled and creative learning designer is required to work with academic subject leads to develop cutting edge, highly engaging curriculum, learning activities and assessment for both award and non-award subjects, presented on the University of Melbourne LMS platform Canvas. The role will encompass design of new subjects and refreshing of existing curriculum and may include cross-disciplinary collaboration in design of education products and internationalisation of curriculum.

The Learning Designer will require a detailed understanding of University education and the academic standards of postgraduate qualifications including masters programs and graduate and specialist certificates. Design of customised training and learning activities for health and policy professionals may also be required, to be developed in conjunction with subject-matter coordinators.

The successful applicant will have an outstanding record in educational design, with a portfolio of successful curriculum design projects and extensive experience in technology-enhanced learning. Experience in higher education settings outside Australia will strengthen the role. The role provides an opportunity for engagement in the scholarship of teaching and learning through curriculum evaluation and publication.

1. Key Responsibilities

1.1 Teaching and Learning
Design and development of curriculum, learning activities and assessment for undergraduate and postgraduate subjects and courses, with a health focus

Establishment of Learning Management System sites in Canvas, the University of Melbourne’s LMS platform, for award subjects and non-award training programs

Participate in School, faculty and University programs aimed to support quality in teaching and learning and enhance student experience

In collaboration with subject coordinators, identify and deliver improvements in teaching and learning in response to student feedback, End of Semester Surveys and other student evaluations

Identify opportunities to engage in the scholarship of teaching and learning through research, evaluation and publication in the field of curriculum design and innovation

Engage with initiatives that advance student equity, diversity and wellbeing.

1.2 RESEARCH AND RESEARCH TRAINING - ADVANCEMENT OF THE DISCIPLINE

Ensure currency of knowledge in the field of public health and population and global health

Contribute to the scholarship of teaching and learning in the areas where appropriate

Contribute to the advancement of public health and the capacity of the public health workforce.

1.3 KNOWLEDGE TRANSFER

Support and contribute to the knowledge transfer opportunities that arise from the varied graduate and undergraduate education programs offered by MSPGH

Engage in programs and partnerships that create social, cultural and economic value.

1.4 LEADERSHIP & SERVICE

Attend and where appropriate organise relevant MSPGH and teaching and learning-related committee and working group meetings

Participate in opportunities to enhance leadership capacities and the dissemination of research findings, relative to opportunity.

Provide service to the University and actively participate in meetings and committees as appropriate relative to opportunity.

Demonstrate and promote Faculty Values, and uphold the University’s commitment to a safe, diverse and inclusive workplace

Other duties commensurate with the position as directed by the Supervisor.

Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 4.

2. Selection Criteria

2.1 ESSENTIAL

A higher degree or relevant equivalent qualification in educational design.

Demonstrated ability to design and enhance University teaching and learning materials for both online and face-to-face delivery, using creative and innovative methods.
Experience in the use of Learning Management System platforms including Canvas

- Demonstrated academic research skills and research track record in education, educational design or technology-enhanced learning
- Strong professional engagement skills and demonstrated capacity to collaborate with educators in the design of curriculum
- Well developed interpersonal skills.

- Demonstrated ability to work effectively both autonomously and within a team environment including the ability to plan and organise self and others to ensure the timely completion of tasks.
- Strong computer skills, including excellent word processing capabilities, proficiency with e-mail and internet applications and data base applications, with experience using programs such as MS Word, and Excel and capacity to use other organisational applications.

1.2 DESIRABLE

- A well-developed portfolio of creative design products.

3. 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.

4. 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.
5. Other Information

5.1 Teaching and Learning, Melbourne School of Population and Global Health

The MSPGH has almost 1,000 students enrolled across its predominantly graduate programs. The flagship Master of Public Health degree currently enrols approximately 700 students alongside other educational programs including the Master of Biostatistics, the Master of Science (Epidemiology), the intercalated Doctor of Medicine-Master of Public Health (MD-MPH), the double degree Master of Advanced Nursing Practice-Master of Public Health (MANP/MPH) and a suite of six Graduate Certificates. The School also offers an Honours programs within the Bachelor of Biomedicine and the Bachelor of Science. The School has approximately 130 graduate researchers enrolled in its PHD program and 10-15 students enrol annually in the Honours program. Approximately one fifth of students are international students.

The Director of Teaching and Learning oversees strategic direction and staff appointments in teaching and learning and the Teaching and Learning Committee provides quality assurance of programs and curriculum. Course coordinators are responsible for the day-to-day management and delivery of educational programs. The Public Health Lecturer/Senior Lecturer will be based in the School Teaching and Learning Hub alongside teaching specialists and course coordinators.

5.2 The Melbourne School of Population and Global Health

www.mspgh.unimelb.edu.au

The Melbourne School of Population and Global Health (MSPGH) is a respected leader in the field of public health education, research and knowledge exchange.

The MSPGH was established in 2001 as the first school of its kind in Australia with a vision to make a difference in the population and public health sphere - building on the substantial assets of our University to advance public health in communities nationally and internationally - with a strong focus on Indigenous peoples.

Since its inception, the School has grown rapidly in size, scope and reputation and has consistently attracted leading academics and researchers who bring considerable skills, insights and expertise. We continue to attract increasing levels of competitive funding from governments and from a range of renowned philanthropic organisations and individuals.

The quality of MSPGH research is confirmed by the Academic Ranking of World Universities within which the University of Melbourne maintains its place as the top-ranked Australian university. The ARWU Global Ranking of Academic Subjects 2022 placed the University 12th in the world for Public Health and first in Australia.

Our researchers regularly have work published in prestigious titles including The Lancet, Nature, The New England Journal of Medicine and the Journal of the American Medical Association. The School is strongly engaged internationally with key collaborations including the World Health Organisation, Grand Challenges Canada, the Pasteur Institute and Department of Health in Vietnam, the Public Health Foundation of India and the International Association for Suicide Prevention.

The School comprises Onemda the hub for advancing Aboriginal and Torres Strait Islander Health and Wellbeing, four Centres and two Institutes that focus on addressing inequities in contemporary areas of population and global health that have tangible and continuing impacts on the health of national and global communities.

- Onemda: Aboriginal and Torres Strait Islander Health and Wellbeing
- Centre for Epidemiology & Biostatistics;
Centre for Health Equity;
Centre for Health Policy;
Centre for Mental Health;
Melbourne Disability Institute; and
Nossal Institute for Global Health

5.3 FACULTY OF MEDICINE, DENTISTRY & HEALTH SCIENCES
WWW.MDHS.UNIMELB.EDU.AU

The Faculty of Medicine, Dentistry & Health Sciences has an enviable research record and is the University of Melbourne’s largest faculty in terms of management of financial resources, employment of academic and professional staff, teaching of undergraduate and postgraduate (including research higher degree) students and the conduct of basic and applied research. The Faculty’s annual revenue is $630m with approximately 55% of this income related to research activities.

The Faculty has a student teaching load in excess of 8,500 equivalent full-time students including more than 1,300 research higher degree students. The Faculty has approximately 2,195 staff comprising 642 professional staff and 1,553 research and teaching staff.

The Faculty has appointed Australia’s first Associate Dean (Indigenous Development) to lead the development and implementation of the Faculty’s Reconciliation Action Plan (RAP), which will be aligned with the broader University – wide plan. To enable the Faculty to improve its Indigenous expertise knowledge base, the Faculty’s RAP will address Indigenous employment, Indigenous student recruitment and retention, Indigenous cultural recognition and building partnerships with the Indigenous community as key areas of development.

5.4 THE UNIVERSITY OF MELBOURNE

Established in 1853, shortly after the founding of Melbourne, the University is located just a few minutes from the centre of this global city. The main Parkville campus 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.

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.

5.5 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.

5.6 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