# POSITION DESCRIPTION

**Department of Anatomy and Physiology**  
Faculty of Medicine, Dentistry and Health Sciences

## Senior Education Technologist

<table>
<thead>
<tr>
<th><strong>POSITION NO</strong></th>
<th>0062172</th>
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<tbody>
<tr>
<td><strong>CLASSIFICATION</strong></td>
<td>UOM 7</td>
</tr>
<tr>
<td><strong>SALARY</strong></td>
<td>$102,338 - $110,780 per annum</td>
</tr>
<tr>
<td><strong>SUPERANNUATION</strong></td>
<td>Employer contribution of 17%</td>
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<tr>
<td><strong>WORKING HOURS</strong></td>
<td>Full-time</td>
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<tr>
<td><strong>BASIS OF EMPLOYMENT</strong></td>
<td>Fixed term for 2 years</td>
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<tr>
<td><strong>OTHER BENEFITS</strong></td>
<td><a href="https://about.unimelb.edu.au/careers/staff-benefits">https://about.unimelb.edu.au/careers/staff-benefits</a></td>
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<tr>
<td><strong>HOW TO APPLY</strong></td>
<td>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.</td>
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</table>
| **CONTACT FOR ENQUIRIES ONLY** | Robin Chacko  
Tel +61 3 90357833  
Email robin.chacko@unimelb.edu.au |

*Please do not send your application to this contact*

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

The Senior Education Technologist position will oversee the operations of the Advancing Department of Anatomy and Physiology’s Teaching (ADAPT) Lab. ADAPT Lab is a newly established unit within the Department to streamline the digital support operations for education and research activities.

The Senior Education Technologist is responsible for the development and implementation of digital learning tools, overseeing the ADAPT Lab's operations, and contributing to the Lab's broad tech-support activities. The position collaborates closely with the Academic Lead to prioritize educational initiatives and is accountable to the Strategy and Operations Manager. This role includes supervisory responsibilities for three staff members.

The successful candidate will exhibit expertise in digital education technologies, exceptional problem-solving skills, and a proactive approach to driving innovation and efficiency in educational practices.

This role demands strong project management and leadership skills to effectively guide educational technology projects and ensure alignment with Department’s objectives. The successful candidate will demonstrate experience working effectively within an Agile project management framework. Ability to adapt to changing project requirements and work within sprint cycles to deliver educational technology solutions in a timely manner. This includes participating in daily stand-ups, sprint planning, retrospectives, and effectively communicating with team members and stakeholders throughout the project lifecycle.

The School of Biomedical Sciences and its Departments foster a values-based culture of innovation and creativity to enhance the research performance of the University and to achieve excellence in teaching and research outcomes.

We invest in developing the careers and wellbeing of our students and staff and expect all to live our Faculty Values of:

- Collaboration
- Compassion
- Respect
1. **Key Responsibilities**

1.1 **TEACHING AND LEARNING**

- Design and implementation of digital learning tools for undergraduate students and graduate students.
- Provide expertise in digital learning methods and resources.
- Provide and oversee technical support for the Department’s digital learning activities, including maintenance of existing and custom platforms, and novel coding/scripting support to facilitate learning and teaching activities within the Department.
- Support face-to-face digital learning activities including but not limited to Sectra table practicals, Extended Reality (XR) activities.
- Develop XR based learning assets, including 3D modelling, animation, programming and more.
- Oversee and contribute to general upkeep of digital learning tools and infrastructure.
- Liaise with academic staff to develop digital learning content, assessable tasks, content delivery modules, and feedback.
- Engage and support professional development activities such as training courses relevant to content development.
- Oversee the management and maintenance of digital learning infrastructure including virtual reality HMDs.
- Support videography and other educational asset activities.
- Consult with the Digital Learning Design Officer to assist with general Canvas support if and when required. (e.g. during peak periods or if the staff member is on leave)
- Consult with the Digital Imaging technician to assist with 2D and 3D printing if and when required. (e.g. during peak periods or if the staff member is on leave)
- Contribute to academic papers on digital learning and related fields.

1.2 **SERVICE AND LEADERSHIP**

- Oversight of ADAPT Lab operations including budget and project management. Scope projects and requests to fit within project plans and within set timelines.
- Collaborate with Academic Lead and other academic staff to identify impactful projects, fostering advancements in teaching and learning. Aligning with stakeholders on selected initiatives, monitoring or supervising project execution, and drive continuous improvement for enhanced educational quality.
- Line management of ADAPT Lab team members.
- Actively develop and maintain professional capacity through scholarly interest; and be involved in relevant professional and educational networks, disseminating ideas and findings as appropriate.
Develop and implement communication initiatives and content to achieve awareness, acceptance and adoption of digital learning methods by department staff and students.

Assistance in the delivery of regular (local) seminars and workshops to disseminate information to the Department.

Dissemination and promotion of ADAPT Lab activities through online and face-to-face platforms.

Assist with the development of patents and identification of intellectual property for locally developed platforms and protocols if and when appropriate.

1.3 COMPLIANCE AND OH&S

Maintain a sound knowledge of current University Policy and Procedures, and reliably follow these or provide compliant advice to others.

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

Behavioural Expectations - All staff are expected to maintain the following behaviours:

- Treat everyone equitably; act fairly with staff and demonstrate respect for diversity.
- Be an effective team player who is cooperative and gains the trust and support of staff, peers and clients through collaboration.

2. Selection Criteria

2.1 ESSENTIAL

- An appropriate tertiary qualification, along with relevant experience, or an equivalent blend of relevant education/training and experience.
- Significant experience in developing online and or face-to-face professional development and facilitating professional learning activities to support and advance the effective use of digital technologies and digital assessments.
- Experience working effectively within an Agile project management methodology and familiarity with tools such as Jira for task tracking, prioritization, and team collaboration.
- Ability to interpret client requirements in the design, development and build of digital learning assets, activities and assessments for an optimum student experience.
- Current knowledge of IT trends relevant to innovation within Higher Education.
- Experience with creating, editing and postproduction of high quality videos for education and/or research.
- Proven understanding and forward-thinking regarding the benefits and challenges associated with using XR (Extended Reality) in learning and teaching contexts, such as enhancing engagement, immersion, interactivity, collaboration, and accessibility.
- Demonstrated ability to motivate and inspire a team, encouraging them to develop innovative solutions to complex challenges.
- Proven capability to set clear goals, monitor progress, and ensure the successful completion of projects within established timelines and budgets.
Excellent stakeholder management and interpersonal skills, including the ability to liaise with a range of internal and external stakeholders to achieve successful outcomes at scale.

2.2 DESIRABLE

Experience with developing digital solutions which are accessible and copyright compliant

2.3 OTHER JOB RELATED INFORMATION

This position requires the incumbent to hold a current and valid Working with Children Check.

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 ORGANISATION UNIT


The Department of Anatomy and Physiology is a highly successful teaching and research department within the School of Biomedical Sciences. We teach into the Bachelor of Biomedical Science and the Master of Biomedical Science through the delivery of subjects across the teaching disciplines of Anatomy, Cell & Developmental Biology, Neuroscience, and Physiology. Our teaching programs are widely recognised for their innovative approach and delivery, both through the development of online resources and in the use of student-focused, active learning approaches. Constant review and refinement of the curriculum and educational methods ensures that we best prepare students for scientific independence as they enter graduate and postgraduate professional and research careers.

The Department of Anatomy and Physiology’s key research themes are Neuroscience, Metabolic and Cardiovascular Sciences, Muscle Biology and Stem Cell and Developmental Biology. We are home to 35 world-class research laboratories led by a dynamic team of forward thinkers. Through cutting-edge facilities, innovative research, training opportunities and the support of diverse funding streams, we remain at the forefront of disease-focused research.

Our synergies in teaching extend beyond award programs to custom education programs focused on health professionals and industry. These programs are supported by our Anatomical Services Unit, one of the largest donor programs in the country, and our clinical networks in the Melbourne Biomedical Precinct.

5.2 BUDGET DIVISION

https://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.

5.3 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

5.4 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.

5.5 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