

# Position Description



Position title:	Digital Learning Resource Developer
School/Directorate/VCO:	Centre for Teaching Innovation and Quality
Campus:	Mt Helen or Berwick Campus. Travel between campuses may be required.
Classification:	Within the HEW Level 6 range
Time fraction:	Full-time
Employment mode:	Fixed-term employment
Probationary period:	This appointment is offered subject to the successful completion of a probationary period.
Further information from:	Mr Adam Barbary Telephone: (03) 5327 9654 Email: at.barbary@federation.edu.au
Recruitment number:	850764

## Background

At Federation University, we are driven to make a real difference to the lives of every student, and to the communities we serve.

We are one of Australia's oldest universities, known today for our modern approach to teaching and learning. For 150 years, we have been reaching out to new communities, steadily building a generation of independent thinkers united in the knowledge that they are greater together.

Across our university and TAFE campuses in Ballarat, Berwick, Brisbane, Gippsland, and the Wimmera, we deliver world-class education and facilities. With the largest network of campuses across Victoria, as well as a growing Brisbane base, we are uniquely positioned to provide pathways from vocational education and skills training at Federation TAFE through to higher education.

## Portfolio

Centre for Teaching Innovation and Quality is a central learning and teaching unit within Federation University that provides targeted and collaborative student academic transition support services, and professional staff learning which supports, enhances, and advances student learning environments and quality learning and teaching practices based on University learning and teaching initiatives and directives. This is achieved through:

- Supporting quality teaching practices
- Supporting quality student learning through embedding student academic support
- Enhancing learning and teaching practices through sustainable and accessible professional development
- Enhancing learning and teaching through the provision of quality course and curriculum design

- Investigating, recommending and implementing learning technologies
- Supporting development of quality, sustainable digital resources
- Supporting teaching excellence through awards and citations
- Advancing learning and teaching through academic projects and partnerships

### Position summary

The Digital Learning Resource Developer contributes to the development of sustainable, high quality, student-centered, online and blended learning and teaching content across the University. This position will assist the Centre for Teaching Innovation and Quality (CTIQ) and Schools to meet their objectives related to the provision of high-quality BOLD learning and teaching practices and associated strategies.

The position is responsible for working with Learning Designers and teaching staff to develop online and blended learning environments using a range of digital platforms and integrated technologies to enhance learning in line with university BOLD learning and teaching standards. This position contributes to academic professional development, and innovation related to quality learning development across a variety of modes of delivery.

The Digital Learning Resource Developer works closely with Learning Designers, academic teachers, and other key School staff including the Associate Deans, Teaching Quality (ADTQ), Discipline Leaders and Program Coordinators, and key stakeholders such as Library Liaisons, Learning Skills Advisors and Student Academic Support staff. This position contributes to the university professional development framework and related programs and both school and university priority projects.

### Key responsibilities

1. Contribute to online course development through the design and implementation of high quality interactive educational resources and enabling technologies in line with BOLD principles, practices and strategies that enhance the student learning experience. Technologies include, but not limited to, HTML5, H5P, Interactive video, and LMS based activity modules as well as design elements created through the use of the Adobe Creative Suite.
2. In collaboration with Learning Designers, plan for and develop needs based professional development for teaching staff in relation to educational technologies and associated pedagogies in line with the BOLD principles, practices, and strategies.
3. Provide expertise and support in the use of online technology tools in the development of flexible, student-centered, online teaching programs.
4. Document guides and training materials to support staff uptake and sustainability of newly created learning objects and technologies.
5. Coordinate the review and development of resources, guidelines and materials that support BOLD learning, and their dissemination through central and School services to ensure accessibility by key stakeholders.
6. Participate in School, CTIQ and team projects (i.e., Curriculum enhancement projects; L&T School Support Teams) and various committees and other meetings as required. Record and report on outcomes of courses with enhanced learning content.
7. Reflect and embed the University's strategic purpose, priorities and goals when exercising the responsibilities of this position. For a more complete understanding and further information please access the Strategic Plan at: <https://federation.edu.au/about-us/our-university/strategic-plan>.
8. Undertake the responsibilities of the position adhering to:
  - The Staff and Child Safe Codes of Conduct and Conflict of Interest Policy and Procedure;
  - Equal Opportunity and anti-discrimination legislation and requirements;
  - the requirements for the inclusion of people with disabilities in work and study;
  - Occupational Health and Safety (OH&S) legislation and requirements; and
  - Public Records Office of Victoria (PROV) legislation.

### Level of supervision and responsibility

The Digital Learning Resource Developer works under the broad direction of the Manager, Learning and Teaching Support and Production but will take direction from Learning Designers and the Associate Dean, Teaching Quality, School of Health.

The Digital Learning Resource Developer is responsible for working in partnership with teaching staff to develop online course learning materials guided by BOLD learning and Teaching Practices and University policies.

### Training and qualifications

A degree with subsequent relevant experience in education/training; or extensive experience and specialist expertise or broad knowledge in technical or administrative fields, or an equivalent combination of relevant experience and/or education/training.

### Position and Organisational relationships

The Digital Learning Resource Developer reports to the Manager, Learning and Teaching Support and Production team and will work closely with school Learning Designers, academic teachers, and other key School staff including the Associate Deans, Teaching Quality (ADTQ), Discipline Leaders and Program Coordinators, and key stakeholders such as Library Liaisons, Learning Skills Advisors and Student Academic Support staff.

This position contributes to the University professional development framework and related programs and both school and university priority projects.

### Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following key selection criteria:

1. A degree with subsequent relevant experience in education/training; and/or technical fields; and/or instructional/educational/learning design; or experience and expertise in multimedia or administrative fields; or an equivalent combination of relevant experience and/or education/training.
2. Demonstrated understanding of contemporary educational design principles, and knowledge of their application to different delivery modes – in particular blended and online learning.
3. Demonstrated experience with designing and developing interactive learning objects with a scaffolded, student-centered approach to active learning.
4. Demonstrated proficiency in the usage, promotion and pedagogical applications of one or more of the following systems in a tertiary environment: Learning Management Systems (preferably Moodle); Content design tools and technologies such as H5P, HTML5, Adobe Creative Suite etc.
5. Demonstrated ability to review and evaluate current practices and develop improved efficiencies and sustainability, by identifying, evaluating selecting the most appropriate technology to create audience appropriate resources for a particular learning activity.
6. Demonstrated evidence of the ability to work independently and collegially within a team environment to deliver informal and formal projects and initiatives relevant to learning and teaching and professional learning in a higher education context.
7. Demonstrated interpersonal, oral, written, and digital communication skills, with an ability to relate to academic and professional staff, and University management.
8. Demonstrated alignment with the University's commitment to child safety.

***The University reserves the right to invite applications and to make no appointment.***

*It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.*