EDUCATION DESIGNER

DEPARTMENT/UNIT Office of the Vice-Chancellor & President

FACULTY/DIVISION Monash HR/Office of the Vice-Chancellor & President

CLASSIFICATION HEW Level 7

DESIGNATED CAMPUS OR LOCATION 211 Wellington Road, Mulgrave

ORGANISATIONAL CONTEXT

At Monash, work feels different. There’s a sense of belonging, from contributing to something groundbreaking – a place where great things happen. You know you’re part of something special and purposeful because, like Monash, your ambitions drive you to make change.

We have a clear purpose to deliver groundbreaking intensive research; a world-class education; a global ecosystem of enterprise – and we activate these to address some of the challenges of the age, Climate Change, Thriving Communities and Geopolitical Security.

We welcome and value difference and diversity. When you come to work, you can be yourself, be a change-maker and develop your career in exciting ways with curious, energetic, inspiring and committed people and teams driven to make an impact – just like you.

We champion an inclusive workplace culture for our staff regardless of ethnicity or cultural background. We have also worked to improve gender equality for more than 30 years. Join the pursuit of our purpose to build a better future for ourselves and our communities – #ChangeIt with us.

The Portfolio of the President and Vice-Chancellor is responsible for: high level coordination and advice to the President and Vice-Chancellor; encompassing leadership in the management and delivery of institutional planning, policy and performance functions, including the Monash Commission, Strategic Communications, Internal Audit, and Quality and Policy; managing the committees advising the President and Vice-Chancellor; oversight of continual improvement activities, major initiatives/projects and other activities in relation to the implementation of the University’s Strategic Plan.

Monash and the Office of the Vice-Chancellor and President values staff diversity and champions inclusive practices. We are committed to equitable decision making and apply the principles of achievement relative to opportunity in our selection processes.
POSITION PURPOSE

The Education Designer will be required to be part of the project team developing the Monash Leadership Development Program. The purpose of the role is to work within the Monash Global Leadership Development Team and to provide educational innovation support and design advice in order to develop and maintain a Learning Management System and website and associated online educational resources to support the Monash Leadership Development Program.

Reporting Line: The position reports to the Senior Director, Global Leadership Development Program, under broad direction.

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Provide advice and expert guidance to the Senior Director, Global Leadership Development Program, on the design of the Learning Management System (LMS) and Website for the Leadership Development program.

2. Ensure the appropriate design and framework creation of a Global Leadership Development website.

3. Liaise with external providers to ensure the design and development of a comprehensive LMS to support the Leadership Development Program.

4. In consultation with Senior Director, the development team and program facilitators, design online digital learning objects, learning activities and resource materials for the LMS and website.

5. In consultation with Program facilitators, enable the translation of program curricula into digital learning objects to be housed on the LMS.

6. Ensure the timely and effective placement of module materials, slide decks, links to readings and other learning resources including models, interactive resources, videos and other learning objects on the LMS.

7. Ensure the appropriate design of online processes for the submission of participant generated materials required for assessment.

8. Liaise with providers of ancillary learning products and technologies, including diagnostics and surveys to ensure their effective integration with the LMS.

9. Maintain, review and update the LMS and website as required.

10. Respond to program participant enquiries and requests for assistance relating to the LMS and associated online learning activities in a timely and effective manner.

11. Other duties as directed from time to time.

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
   - A relevant degree with significant experience and expertise in educational or instructional design, educational technologies or teaching; or
   - an equivalent combination of relevant experience and education/training.
Knowledge and Skills

2. Experience in designing and managing online learning environments, including Learning Management System administration and website development

3. Strong knowledge of best practice online learning approaches and the engagement of online learners

4. Experience in designing online learning resources and assessment including customisation using HTML, CSS and/or Javascript

5. Highly developed problem-solving skills, including the ability to identify potential issues, diagnose and investigate problems and make considered, data driven, and evidence-based recommendations for solutions

6. Experience in analysing, optimising and automating teaching processes, including the use of online forms and scripting tools

7. Demonstrated ability to work as an effective member of a team as well as the ability to exercise high levels of independence, judgement and initiative

8. Experience in the design, development and delivery of online educational and development programs

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.