SENIOR EDUCATIONAL DESIGNER

DEPARTMENT/UNIT          Business and Economics Education Services
FACULTY/DIVISION         Business and Economics
CLASSIFICATION          HEW Level 9
DESIGNATED CAMPUS OR LOCATION Caulfield campus

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 ground-breaking 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 Monash Business School is a global academy for leaders, innovators and change-makers. Together with the School of Business at Monash University Malaysia, it forms the Faculty of Business and Economics. Internationally recognised for excellence in research and education, it is ranked among the most prestigious and highly regarded Business Schools in the world.

We are one of the few business schools with the esteemed ‘triple crown’ accreditation of AACSB (Association to Advance Collegiate Schools of Business), EQUIS (European Foundation for Management Development Quality Improvement System) and AMBA (Association of MBAs). Our rankings across business, economics and accounting are among the highest in the region. These credentials attract many of the best and brightest students.
Our vision is to create a thriving, equitable and sustainable future for all. To this end we are committed to excellent, international, enterprising and inclusive education and research. In education, we provide the best possible learning environment to enable our students to develop the discipline knowledge and skills they need to fulfill their own potential and address and empower communities to address contemporary challenges. We want to develop graduates with a passion to understand the world’s problems and find innovative and socially responsible responses. To find out more about the Monash Business School, visit our website, www.business.monash.edu

The Deputy Vice-Chancellor and Vice-President (Education) leads Monash University’s integrated approach to education, and partners with Faculties and divisions to shape and deliver the University’s education strategy. The portfolio is responsible for: Indigenous education and strategy, learning and teaching, social inclusion, strategic course development, student academic experience, academic course governance, education policy and quality.

Monash Learning and Teaching oversees programs of work which advance learning and teaching priorities across the University. Situated within it, the Education Development Unit activates the strategic intent of the University around Education, through programs which support design and development of teaching, learning and assessment. The Education Design and Development strand of work builds teaching and assessment capability among staff and teams who lead units, courses and programs. The team supports the design of digital and other platforms that enable high quality and active teaching, learning and assessment and prepare staff and students to engage with them. They monitor and report on education data to identify trends in unit performance across Faculties. They collaborate across teams and contribute to work situated in Monash Learning and Teaching in support of strategic Portfolio priorities and programs.

**POSITION PURPOSE**

The Senior Educational Designer is a key appointment to nominated faculties, with responsibility for the leadership and oversight of educational design expertise within the faculty to effect effective uptake of new educational approaches, educational technologies, and use of learning spaces, to achieve Monash University strategic aims. The incumbent, in partnership with a range of stakeholders will achieve this by leading the development of educational resources, helping to build faculty capability, and providing strategic consultative support, expert educational advice and guidance to academic and professional staff.

The position is based in the Faculty, however all Educational Designers are expected to work in collaboration with the Education Development Unit as appropriate. The Senior Education Designer will work closely with the Associate Dean of Teaching and Learning (ADLT).

**Reporting Line:** The position reports to the Group Manager, Student and Education Services of Monash Business School under broad direction with a considerable degree of autonomy

**Supervisory Responsibilities:** This position will supervise other Educational Designers based in the Monash Business School

**Financial Delegation:** Not applicable

**Budgetary Responsibilities:** Not applicable

**KEY RESPONSIBILITIES**

1. In collaboration with the ADLT, develop a shared understanding of the opportunities for innovation in the Faculty to centre excellence in design and delivery of education in the faculty, utilising active learning approaches and effective educational technologies.

2. In collaboration with the ADLT, provide strategic management support and contribute to the overall strategic planning of education in the Faculty particularly with regard to the technology
platforms, learning spaces, and pedagogy by acting as an advocate for pedagogical insight into design, configuration and implementation of the technological and/or physical components.

3. In collaboration with the ADLT, provide strategic leadership and oversight of the design, development, implementation and evaluation of new educational projects.

4. Foster a vibrant and high performance team environment, with a culture of open-communication, and provide effective leadership of a team of Educational Designers operating with clear goals and timelines that are aligned to Faculty strategic priorities and goals.

5. Lead team discussions, engage in collaborative work, share effective pedagogical approaches, methodologies, tools and applications with the wider Education Design team as part of the Education Development Unit, accept and provide feedback as appropriate. Monitor the effectiveness of training and pedagogical consultations, and prepare reports as requested.

6. Provide expert consultative support and educational advice and guidance on complex matters to academic and professional staff in designing, developing and modifying content, curriculum and classroom instruction to enhance and transform learning and teaching.

7. Collaborate with key stakeholders (including the Education Development Unit) to conceptualize, develop, implement and review a suite of ongoing academic development solutions for the Faculty (e.g. training sessions, online resources).

8. Lead the composition and delivery of effective strategic communications and change management relating to education design and unit enhancement.

9. Build and cultivate collaborative partnerships between faculties and the Education Portfolio within the University to develop tailored educational design solutions and collaborate in a way that provides for the effective two-way flow of communication.

10. In partnership with Education Development Unit gather formal and informal feedback from faculty academics, professional and technical staff, and other key stakeholders relating to learning and teaching initiatives and explore and develop standards, templates and exemplar practices for educational approaches and educational technologies.

11. Keep abreast of educational innovation and other pedagogical developments by monitoring websites, blogs and forums and developing relationships with other leading national and international universities.

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
   - A postgraduate qualification, ideally a PhD, or progress toward a postgraduate qualification with extensive experience and expertise in areas relevant to the position, or
   - An equivalent combination of relevant knowledge and experience

Knowledge and Skills

2. Experience and evidence of effective leadership, including the ability to foster high performing teams, build relationships, to stimulate ideas and innovation within and team and to lead and manage a team to meet strategic priorities and goals.

3. Considerable experience in program design and development of online/e-learning material, educational design, and use of educational technologies and in driving the implementation of educational change programs within a complex organisation.

4. Superior communication, influencing and interpersonal skills, including an ability to build effective two-way relationships with a range of stakeholders found across a faculty, across the university educational space and externally.
5. Extensive experience in tertiary education and a critical understanding of the contemporary challenges facing universities across the education, education research, administrative and social aspects of a university and the responses to those challenges.

6. Proven ability to conceptualise and develop effective professional learning support and training materials for staff across relevant media, including delivery of stimulating and engaging professional learning for teaching staff in both small group, workshop and online settings.

7. Outstanding organisational, time and project management skills, including the ability to plan, implement and execute new initiatives with the demonstrated ability to think creatively in order to innovate.

8. Superior analytical and conceptual skills with the ability manage academic stakeholders and to develop creative solutions to complex educational challenges.

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
- A current satisfactory Working With Children Check is required

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.