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 Faculty of Engineering is one of the largest in Australia, renowned worldwide for the quality and calibre of our teaching, research and graduates. We offer a comprehensive range of undergraduate, graduate, postgraduate and higher degree by research programs in a wide range of engineering disciplines. Our research activities provide a platform for establishing a thriving educational enterprise and our staff are committed to creating a dynamic learning environment. The research activities range from fundamental studies to research with a strong applications orientation. To learn more about the Faculty of Engineering, please visit our website.
POSITION PURPOSE

The Educational Designer primarily works within a team structure to provide educational innovation support and advice to academic and professional staff across the Faculty.

Having a technical focus, the Educational Designer works to support a smooth transition to new educational approaches, educational technologies, and effective use of learning spaces. As well as responding to day-to-day technical queries and providing high-quality training, this role plays a key part in operationalising the Faculty’s strategic projects and initiatives related to education and student experience.

Reporting Line: The position reports to the Educational Design Technical Team Lead, under broad direction

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Contribute to the design, development, implementation and evaluation of projects across the Faculty with a focus on initiatives relating to active learning, flipped, blended and online learning, educational technologies, eAssessment and effective use of learning spaces

2. Further the understanding of educational, technology and accreditation issues affecting higher education teaching in the Engineering disciplines

3. Provide consultative support, educational advice and guidance to academic and professional staff on the appropriate use of learning approaches, methodologies and technologies to enhance and transform learning and teaching respecting the academic’s role as a discipline subject matter expert

4. Gather formal and informal feedback from faculty academics, professional and technical staff, and other key stakeholders as required. Explore and develop standards, templates and exemplar practices and guides for educational approaches and educational technologies

5. Analyse and optimise workflows for teaching and administration tasks through effective use of educational technologies and automation

6. Respond efficiently and effectively to requests for technology and education support by actively monitoring a role account inbox, booking one-on-one support meetings with staff, providing guides and exemplars and prioritising own workload with a degree of autonomy

7. Engage in collaborative work with the Educational Design team, the Educational Design Community of Practice, the Engineering Directors of Education and other stakeholders, accepting and providing feedback as appropriate

8. Build capacity of academic staff, particularly those who are new to teaching, to effectively plan, deliver and iteratively improve their teaching through practical guidance and consultative advice

9. Contribute to faculty and team planning, particularly with regard to technology platforms, learning spaces, and pedagogy. Provide insight into requirements and specifications, design, configuration, implementation and evaluation of new learning and teaching technology and initiatives

10. Keep abreast of emerging trends in educational innovation and technologies and gain an understanding or proficiency in the design, implementation and evaluation of these technologies as appropriate
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 managing online learning environments, including Learning Management System
administration at the unit and course/program level
3. Experience in designing online learning resources and assessment including customisation
using HTML, CSS and/or Javascript
4. Experience in designing and delivering effective and engaging training for staff on innovative
teaching approaches and technologies through one-on-one consultation and in group workshop
settings
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 business and/or 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

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.