LEARNING DESIGNER

DEPARTMENT/UNIT: Monash Education Innovation

FACULTY/DIVISION: Portfolio of the Deputy Vice-Chancellor and Vice-President (Education)

CLASSIFICATION: HEW Level 6

WORK LOCATION: Clayton campus

ORGANISATIONAL CONTEXT

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit www.monash.edu.

The Portfolio of the President and Vice-Chancellor provides executive management and strategic advice to the Vice-Chancellor, leadership in the management and delivery of key strategic and cross-portfolio initiatives and University level governance. The portfolio is responsible for managing the University’s global campuses, partnerships and affiliations, and is accountable for: external relations management; coordination of special events arranged on behalf of the Chancellor and the Vice-Chancellor; and leadership in and development of relationships with a range of local and international stakeholders and partners, including alumni, benefactors, government, industry and strategic alliance affiliates.

The Deputy Vice-Chancellor and Vice-President (Education) leads Monash University’s integrated approach to education, framed by the Monash University Focus Monash Strategic Plan www.monash.edu/about/who/strategic-plan, and partners with Faculties and divisions to shape and deliver the University’s education agenda. 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 Education Innovation (MEI) is responsible for leadership enabling flexible and innovative learning and teaching opportunities across Monash University. Our goal is to develop educational excellence across the University by providing appropriate leadership, inspiration, capability and support. Education Innovation is responsible for implementing strategies in the areas of Learning Transformation and Education Technology, aimed at creating and advancing excellence in learning, teaching and assessment for the Monash community through evidence-based design and transformation of learning experiences and environments.

POSITION PURPOSE

This position will work as part of a team enabling the Learning Transformation (LT) initiative. This initiative supports the University in transitioning units towards highly interactive learning approaches, appropriately
employing world-class educational technologies and modalities with on-campus and virtual learning spaces to innovate and improve teaching and learning.

Working collaboratively within a team of academic and professional staff in partnership with Faculties, this position is responsible for the design of learning experiences and supporting resources in transformed units. The Learning Designer supports key academics in the creation of engaging, student-centred activities for physical and virtual environments and enables implementation of the materials via the learning systems in use at the University. In doing so, the Learning Designer will work with a range of internal and external stakeholders in designing and developing high quality teaching and learning experiences within specified deadlines and requirements.

**Reporting Line:** The position reports to the Team Lead, Learning Transformation under general direction

**Supervisory Responsibilities:** Not applicable

**Financial Delegation:** Not applicable

**Budgetary Responsibilities:** Not applicable

**KEY RESPONSIBILITIES**

1. Enable the transformation of selected units by reviewing structure, content and assessment to provide learning design and technical advice on learning activities, materials and assets for physical and virtual learning environments

2. Work with a range of internal and external stakeholders to design, create, edit and publish physical and virtual learning materials, including e-publications, videos, photos, interactive materials, written and graphic elements for use in select units

3. Coordinate the development of learning resources through to completion, within requirements of scope, time, budget and future sustainability

4. Ensure compliance to relevant standards, including privacy legislation, ESOS regulations, W3C web publishing standards, accessibility guidelines and requirements

5. Design, document and produce best-practice standards and processes and apply best-practice usability and accessibility principles in all design, engaging in continuous improvement to deliver high quality experiences to stakeholders

6. Liaise with internal and external stakeholders on the development and delivery of resources in designated units, providing advice on design and building online unit materials, and publish content and multimedia assets to University learning and content management systems

7. Conduct quality assurance reviews of processes, products, units and resources and track user impact

8. Contribute to a vibrant, innovative and collaborative design and development culture within Monash Education Innovation and to the training and development of other team members and stakeholders (including students involved with Monash Education Innovation projects)

9. Keep current with emerging trends in learning design, digital content production and the higher education context

10. Provide training for stakeholders and documentation to support the use of new learning spaces, technologies and resources
KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
   • A degree with experience and expertise in learning material production; or
   • extensive relevant experience and specialist expertise or broad knowledge in technical or administrative fields in higher education; or
   • an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Demonstrated portfolio of work showcasing professional-level production values and the ability to translate ideas into engaging learning materials design
3. Previous experience in creating dynamic and engaging learning experiences for students through innovative practice and technological enhancement
4. Demonstrated experience working in an educational environment with academic stakeholders
5. Previous experience building units in Moodle and/or other learning management systems
6. Strong familiarity with relevant design and development software for educational contexts
7. Demonstrated capability with a range of multimedia tools and practices and a willingness and ability to develop new skills (e.g., techniques and skills in video, audio, animation, interactives, games, graphics, HTML, CSS, web publishing)
8. Excellent communication skills and a proven ability to develop effective working partnerships and articulate proposed design concepts with staff at all levels
9. A clear understanding of new media and learning technology design, development, implementation and evaluation processes and principles
10. Highly developed ability to prioritise multiple projects with different stakeholders coupled with high-level problem-solving skills and the ability to identify and recommend solutions to challenging issues
11. An understanding of pedagogic theory and an appreciation of emerging pedagogical practices in the higher education sector
12. Ability to work well in a diverse team

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

LEGAL COMPLIANCE

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.