

Position Description

Senior Advisor Digital Learning and Library Skills

Position No:	50145261
Department:	Digital Innovation Team Outreach & Engagement Section
School:	Library
Campus/Location:	Melbourne
Classification:	Higher Education Officer Level 6 (HEO6)
Employment Type:	Continuing, Full-Time
Position Supervisor: Number:	Manager Digital Innovation 50145229
Other Benefits:	http://www.latrobe.edu.au/jobs/working/benefits

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

For enquiries only contact:

Manager Digital Innovation, TEL: (03) 9479 2678

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Senior Advisor Digital Learning and Library Skills

Position Context

The La Trobe University Library provides the University with a clear strategic advantage in learning, teaching and research through the provision of the best possible information resources and services to support the University's strategic plan. We connect the La Trobe community with knowledge through integrated scholarly collections, proactive information services, managed learning spaces and best practice information management.

The Digital Innovation Team is within the Outreach & Engagement Section. The team is responsible for ensuring that the planning, development, and evaluation of online educational resources is integrated across all Library functions and enhances the Library's online effectiveness through deliberate and targeted use of new and emerging educational technologies. The team provides tools and expertise to ensure capacity for digital innovation is developed and nurtured in the Library staff, resulting in production of quality online learning resources and digital experiences. The team delivers services in line with the Library Digital Learning and Library Skills roadmap. The team also uses other Library frameworks to guide delivery of services and programs e.g. the *Library Outreach and Engagement Framework*, the *Library Quality Framework* and the *Library Communication Framework*.

The Senior Advisor Digital Learning and Library Skills supports individuals and teams in the Library in the design and development of online resources and learning objects in a range of formats that are aligned with library priorities in teaching, learning and research; and in developing skills and capability to make best use of existing and new technologies to deliver an optimum student learning experience at scale

Duties at this level may include:

- Provide high quality Library experience in all contact modes to ensure every contact with the Digital Innovation Team is friendly, positive, and professional, creating a high standard of service delivery.
- Provide support, training and expertise on instructional design methodologies, continuously monitoring the latest innovations, best practices, and industry trends.
- Support Library staff to develop and implement new digital learning modules and programs in line with the Roadmap, enabling staff to develop relevant skills to achieve intended outcomes.
- Assist Library staff in developing digital learning content relevant to appropriate disciplines, designed to support and achieve relevant learning outcomes.
- Support Library staff to design, develop, and implement instructional materials and templates using appropriate tools and delivery methodologies.
- Advise and assist Library staff in revising and updating digital learning and Library skills materials.
- Investigate and report on potential innovations in the Higher Education space, and support the implementation of any subsequent initiatives.
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- Perform quality assurance assessments of newly created online material to ensure accuracy and functionality and provide feedback to Library staff to ensure continuous improvement
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Key Selection Criteria:

- Degree with subsequent relevant experience; or extensive experience; leading to either the development of specialist expertise or to the development of broad knowledge in the field; or an equivalent alternative combination of relevant knowledge, training and/or experience.
- Demonstrated understanding of adult learning principles and proven ability to apply these principles in an online and blended learning environment.
- Demonstrated excellent interpersonal and communication skills, including effective training and presentation skills.
- Ability to develop innovative materials and resources for digital education.
- Demonstrated personal management and problem-solving skills, including the ability to successfully manage several different online and digital learning/instructional design projects concurrently.
- Knowledge of Instructional Design principles and the application of these in online environments.
- High level knowledge of online standards, best practice design and development techniques, visual design principles, and a good understanding of the issues surrounding usability and accessibility.
- Technical proficiency using web-based technologies and digital learning tools such as H5P, Photoshop, Premiere, Videoscribe, Articulate Storyline, Captivate, Camtasia; Video production and basic audio editing skills.
- Demonstrated competence to operate and learn with confidence in a digitally connected and evolving environment.

Essential Compliance Requirements

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

Library Behaviours

Our Library behaviours reflect the La Trobe University Cultural Qualities:

- **Connected:** We are communicative and consultative
- **Innovative:** We are brave, innovative, agile and resilient
- **Accountable:** We are accountable, responsive and empowered to act
- **Care:** We are supportive, team focused, honest and client centred

La Trobe Cultural Qualities

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

- We are **Connected:** We connect to the world outside — the students and communities we serve, both locally and globally.
- **We are Innovative:** We tackle the big issues of our time to transform the lives of our students and society.
- **We are Accountable:** We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
- **We Care:** We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.