

Position Description

Online Education Designer

Position No:	Multiple
Department:	Education Services
Portfolio:	Education
Campus/Location:	Location independent
Classification:	Higher Education Officer Level 7
Employment Type:	Continuing, Full-Time
Position Supervisor:	Academic Coordinator, Online Education Programs
Number:	NEW
Other Benefits:	http://www.latrobe.edu.au/jobs/working/benefits

Further information about:

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

La Trobe Learning and Teaching – <https://www.latrobe.edu.au/ltl>

For enquiries only contact:

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Position Context

The position of Online Education Designer sits within the Education Services Division, led by the Director, Educational Services and under the portfolio of the Deputy Vice-Chancellor Education. The Education Services Division provides leadership, strategic development and day to day support to the University on a wide range of educational activities, including:

- Curriculum innovation
- Online education
- Technology enhanced learning
- Strategic educational renewal programs

The Division works closely in a matrix team structure with staff from across the University including Colleges and Schools, Student Services and within the portfolio of the Deputy Vice-Chancellor Education, including Quality and Standards, the Library, the Education Academy and Executive Education.

The position of Online Education Designer reports to the Academic Coordinator, Online Education Programs. The position will support the provision of high-quality online course and curriculum design support to the schools and colleges, and effective delivery of online education advancement activities across the University.

Duties include:

- Design and deliver high quality, best-practice quality online course and curriculum design support to schools and colleges.
- Design and deliver high quality professional development in online pedagogy and design.
- Anticipate support needs of Colleges and Schools and provide expert advice on online curriculum design and delivery.
- Support schools and colleges to manage the local delivery of online education activities.
- Contribute to the development and delivery of educational recognition programs.
- Maintain continuous improvement of services, accountability and quality within online education programs and activities.
- Provide advice to the Academic Coordinator, Online Education Programs on the effectiveness of online education advancement activities across the University

Key Selection Criteria:

- An undergraduate qualification in any field and significant education design experience, or an equivalent combination of education and experience.
- Specialist expertise in the design and delivery of targeted and engaging online subjects and courses.
- Demonstrated ability to deliver targeted, effective, evidence-based professional development activities in online learning, across multiple learning and teaching approaches and disciplines.
- Demonstrated experience in developing interactive, authentic, user-centred online learning activities.
- Demonstrated capacity to work quickly to problem solve, develop and implement effective and accountable plans for project delivery, and to manage priorities in a matrix team environment.
- Well-developed verbal and written communication skills, with demonstrated ability to engage collegially and effectively with both academic and professional colleagues, and the ability to negotiate effectively with all stakeholders.

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.

Position Flexibility

La Trobe University is committed to providing a diverse, inclusive and respectful working environment for all staff.

We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

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.

For Human Resource Use Only

Initials: Date: