

## Position Description

### Senior Educational Development Advisor

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<b>Position No:</b>	Multiple
<b>Department:</b>	Education Services
<b>Portfolio:</b>	Education
<b>Campus/Location:</b>	Melbourne, Bundoora
<b>Classification:</b>	Higher Education Officer Level 8
<b>Employment Type:</b>	Continuing, Full-Time
<b>Position Supervisor:</b>	Senior Lecturer, Educational Development
<b>Number:</b>	
<b>Other Benefits:</b>	<a href="http://www.latrobe.edu.au/jobs/working/benefits">http://www.latrobe.edu.au/jobs/working/benefits</a>

**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:**

# Position Description

## Senior Educational Development Advisor

### Position Context

The position of Senior Educational Development Advisor sits within the Education Services Division, led by the Director, Education 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 and the Clever Learning program.

The position of Senior Educational Development Advisor reports to the Senior Lecturer, Educational Development. The position will support the provision of high-quality academic development support to school and college academic staff.

### Duties include:

- Design and deliver high quality academic development support to school and college academic staff.
- Design and deliver scholarly, evidence based professional development in curriculum and pedagogy across multiple domains and modes.
- Provide expert advice and support on curriculum and delivery.
- Support schools and colleges to manage the local delivery of academic development activities.
- Teach into the Graduate Certificate in Higher Education and other accredited teaching programs, as required.
- Contribute to the development and delivery of educational recognition programs, including internal and external awards and fellowships and Scholarship of Learning and Teaching (SoLT) activities.
- Maintain continuous improvement of services, accountability and quality within academic development programs and activities.

## Key Selection Criteria:

- A postgraduate qualification in any field, or an equivalent combination of education and experience.
- Substantial experience in the development and delivery of academic development programs in tertiary education settings.
- Significant expertise in delivering targeted, effective and evidence-based professional development programs and activities in tertiary education settings.
- Demonstrated expertise and effectiveness in teaching and curriculum development.
- 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.

## Desirable

- Recognition of innovation and scholarship in learning and teaching through, for example, awards, grants or fellowships, or active contributions to scholarly networks and publications.

## 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.

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For Human Resource Use Only

Initials:

Date: