

## Position Description

### Online Education Designer

---

<b>Position No:</b>	NEW x2
<b>Business Unit:</b>	Deputy Vice-Chancellor Education
<b>Division:</b>	Education Services
<b>Department:</b>	Online Education Programs
<b>Classification Level:</b>	HEO7
<b>Employment Type:</b>	Full-Time, Fixed-Term (12 months)
<b>Campus Location:</b>	Campus Independent
<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>

---

## **Position Context/Purpose**

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

### **Duties at this level will include:**

- Design and deliver high quality, best-practice quality online course and curriculum design support to schools.
- Design and deliver high quality professional development in online pedagogy and design.
- Anticipate support needs of Schools and provide expert advice on online curriculum design and delivery.
- Support schools 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.

## **Essential Criteria**

### **Skills and knowledge required for the position**

- An undergraduate qualification in any field and significant education design experience, or an equivalent alternate combination of relevant knowledge, training and/or 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.

### **Capabilities required to be successful in the position**

- Knowledge of own strengths, weaknesses and biases – modifying behaviour, based on self-reflection and feedback, to respond to others with empathy and act on feedback to improve knowledge, skills and behaviour.
- Ability to work collaboratively, demonstrate inclusivity and tailor communication in a way that is meaningful to the audience – consistently modelling accountability, connectedness, innovation and care.
- Demonstrated creative and critical thinking, ability to generate ideas to solve local problems and recommend improvements to current work practices.
- Ability to make sense of data to inform decision making – implementing ideas to improve local practices.

## 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.

## Other Information

The position description is indicative of the initial expectation of the role and subject to changes to University goals and priorities, activities or focus of the job.

## 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: