POSITION DESCRIPTION

Position Title: eLearning Designer & Advisor

Organisation Unit: Learning & Research Services
The University of Queensland Library

Position Number: 3033654

Type of Employment: Full Time, Fixed term

Classification: Hew Level 7

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (52), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (60). UQ again topped the nation in the prestigious Nature Index and our Life Sciences subject field ranking in the Academic Ranking of World Universities was the highest in Australia at 20.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland’s highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 240,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.8 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.
UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://uniquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

The University of Queensland Library

The Library is integral to learning, discovery and engagement at The University of Queensland. We provide access to quality scholarly information resources and quality client focused services and spaces to support teaching and research at The University of Queensland. We partner with the UQ and wider community to provide pathways to enrich learning and research.”

The Library’s collection is one of the largest academic collections in Australia and by far the largest in Queensland. The collection encompasses more than 2.5 million volumes, a burgeoning online collection of approximately 75,000 distinct journal titles in electronic and/or print format, over 500,000 electronic books and over 1,000 networked databases, as well as manuscripts, microform and pictorial collections.

Information about the University of Queensland Library including its Profile and Strategic Plan is available at www.library.uq.edu.au

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - http://www.uq.edu.au/current-staff/working-at-uq

DUTY STATEMENT

Primary Purpose of Position

The main objective of this position is to develop and deliver eLearning training and support services to the academic community.

Duties

Duties and responsibilities include, but are not limited to:

- Development and delivery of support services to teaching staff with regard to online course configuration, implementation of eLearning tools and learning design.
- Design, development and delivery of workshops for teaching staff on the use of eLearning tools to facilitate teaching and learning and efficient administration of courses.
- Development and delivery of training materials and professional learning resources for teaching staff with relation to eLearning tools.
- Evaluation of new functionality for eLearning.
- Liaison between end users and development, support and training staff to ensure optimisation of the product environment.
- Writing reports on eLearning activities to the senior committees of the University.
Collaborating with other organisational units including Institute for Teaching and Learning Innovation (ITaLI).

Maintenance of ongoing positive communications with UQ academic and teaching staff, Library, ITaLI and Information Technology Services (ITS) service providers and managers, and eLearning service and product suppliers.

Administration of projects associated with eLearning.

Liaison with managers, service and technical staff within Library, ITaLI and ITS sections and teams to manage projects and process tasks relevant to eLearning. This includes prioritisation of staff time and resources.

Representing the eLearning team on committees where considered appropriate by the Manager, Teaching and Learning.

An employee may be required to carry out other duties within the scope of the classification and within the limits of their skill, competence and training.

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- the University’s Code of Conduct
- requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School
- the adoption of sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University

Some positions may require the incumbent to be available on-call outside of working hours, subject to payment of the prescribed allowance and overtime penalties if necessary. While staff will have a campus nominated as their principal campus, they may be required to work at any University Campus subject to the Travel and Transfer Policy (http://ppl.app.uq.edu.au/content/5.43.09-transfer-and-travel-between-university-locations).

Organisational Relationships

The position reports to the Manager, eLearning Systems and Support, and is under the operational direction of the eLearning Program Manager (Training).

SELECTION CRITERIA

Essential

- Degree in a relevant field (preferably in Education) with extensive relevant experience in technologies related to education, learning and instructional design.
- Proven ability and experience with supporting academic staff in the use of educational technologies to facilitate teaching and learning and efficient administration of courses.
- Excellent knowledge of, and experience using, established and developing educational software such as Learning Management Systems (Blackboard / Moodle), Text matching software (e.g. Turnitin / SafeAssign), Student response systems (e.g.
ResponseWare / UQPoll), Desktop recordings software (e.g. OfficeMix, PCAP, Kaltura), ePortfolio systems (e.g. Pebblepad/Mahara/ Chalk and Wire) and social media tools.

- Proven ability and experience in the development and delivery of software training to an academic community, including knowledge of training techniques and the demonstrated ability to use a range of approaches to meet the needs of the academic community in both small group and workshop settings.

- Proven ability and experience designing and developing training and professional learning materials for academic staff, including the use of relevant software (for example, Camtasia / SnagIt / Photoshop / Premiere / Indesign).

- Excellent interpersonal and communication skills, including negotiation and conflict resolution skills at all levels with a demonstrated ability to build positive, lasting client relationships.

- High level technical understanding of IT systems and an ability to translate technical requirements and specifications into easily understood lay concepts.

- Self-motivated, resilient and solution focused with the ability to delivery outcomes through effective team and individual work.

Desirable

- Knowledge of industry trends and practical experience in current eLearning practices and systems.

The University of Queensland values diversity and inclusion.

Applications are particularly encouraged from Aboriginal and Torres Strait Islander peoples. For further information please contact our Australian Indigenous Employment Coordinator at: atsi_recruitment@uq.edu.au