POSITION DESCRIPTION

Position Title: Media Designer

Organisation Unit: Learning and Research Services
UQ Library

Position Number: 3039604 / 3039607 / 3042140

Type of Employment: Continuing / Part time (0.5 FTE)
Fixed Term (until end of 2018) / Part time (0.5 FTE)

Classification: Hew Level 5

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 (65). 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 primary function of the position is to provide creative support for the design, development and evaluation of high quality online learning resources for an academic community and translate learning materials into engaging digital formats. Based in the University of Queensland Library’s Learning and Research Services, the role involves working collaboratively as a member of the Library’s Information and Digital Literacy team to facilitate the development of information and digital literacy training programs that reflect the UQL Information and Digital Literacy Strategic Framework. The position requires coordination with the staff of the Faculty Liaison teams and Scholarly Communication and Repository Services to support the delivery of flexible learning activities to the Library’s clients.

Duties

Duties and responsibilities include, but are not limited to:

- Design and create innovative digital educational resources to enhance the student experience and support student learning, with a particular focus on the development of information and digital literacies.
Work collaboratively on online learning development projects, including contributing to communication design, photo images, video, audio, interactive media and other production requirements.

Use sustainable creative approaches to convert existing learning resources into effective online learning content.

Actively participate in team initiatives and projects and cooperate with team members with a commitment to team goals and objectives, effective communication, information sharing and problem solving practices.

Provide guidance and support to the Library staff in the use of instructional technologies.

Research and evaluate emerging instructional online technologies and tools and make recommendations for the design and development of new online resources.

Undertake projects and such other work relating to the effective use of online learning, as directed by the Manager, Information and Digital Literacy or that person’s nominee, and consistent with the skills and knowledge of the position.

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 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

Organisational Relationships

The position reports to the Manager, Information and Digital Literacy within the Library’s Information and Digital Literacy Team.
SELECTION CRITERIA

Essential

- Qualifications and training equivalent to an undergraduate degree in digital design, graphic design, education design or related field, with relevant contemporary experience; or an equivalent combination of relevant experience and/or education/training.
- Demonstrated experience in working with web technology (e.g. HTML5), design tools (e.g Adobe Creative Suite) and other relevant technology resources including educational software, presentation and authoring tools, and learning management systems.
- High level of knowledge and demonstrated experience in design/publishing skills to support digital learning design, delivery and evaluation of innovative online learning modules and resources.
- Proactive commitment to continuous improvement while learning new technologies and developing technology-based skills, openness to new ideas and creative approaches to problem solving.
- Exceptional organisational, time and workload management skills, evidenced in experience to work effectively either independently under broad direction, or collaboratively in a team environment.
- Demonstrated interpersonal and communication skills and ability to build collaborative relationships with a range of people to achieve agreed outcomes and reconcile different views.

Desirable

- Knowledge of contemporary adult learning principles and digital pedagogies, with the ability to use creativity and initiative to develop engaging, self-paced learning content.
- Knowledge of usability and accessibility standards and their relevance to online learning resources.
- Clear understanding of the significance and value of information and digital literacies within and beyond the academic environment.

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University’s Diversity and Inclusion webpage (http://www.uq.edu.au/equity) for further information and points of contact if you require additional support.

Accessibility requirements and/or adjustments can be directed to Elle Guerrero by email central-hr-advisory@uq.edu.au or phone 07 3443 1369.