# POSITION DESCRIPTION

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Instructional Designer / Trainer</th>
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<tbody>
<tr>
<td>Organisation Unit:</td>
<td>eLearning Team, The University of Queensland Library</td>
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<tr>
<td>Position Number:</td>
<td>3027003</td>
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<tr>
<td>Type of Employment:</td>
<td>Continuing / Full Time</td>
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<tr>
<td>Classification:</td>
<td>Hew Level 6</td>
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## 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

Develop and deliver training materials in eLearning for the academic community and facilitate the delivery of the eLearning training programme for staff and support the eLearning change management initiatives.

Duties

Duties and responsibilities include, but are not limited to a 12 month project under the direction of the Teaching and Learning Training Coordinator to:

- Develop and deliver text-based and video training materials on UQ eLearning tools for the academic community.
- Facilitate and deliver a programme of IT training courses on eLearning tools for staff.
- Monitor, evaluate and report on the effectiveness of identified staff training programmes through the application of quality assessment procedures, client feedback and programme assessment.
- Participate in teams responsible for the implementation of eLearning technology projects and deliver presentations to academic staff on new eLearning initiatives.
• Provide assistance and specialist advice to academic staff on the implementation and use of eLearning tools.
• Coordinate and maintain eLearning training resources on the eLearning website.
• Coordinate and deliver a fortnightly eLearning newsletter for academic staff.

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

Organisational Relationships
The position reports to the Manager, eLearning Systems and Services

SELECTION CRITERIA

Essential
• A degree in a relevant field (preferably in Education or IT) or a combination of relevant experience and/or education/training
• Demonstrated expert ability to support and train others in the use of IT applications, particularly Learning Management systems and in using eLearning tools.
• Proven ability and experience in development and delivery of training materials for software applications.
• IT software application training experience and sound knowledge of applications used to develop online training materials (i.e. Captivate, Premiere, Photoshop)
• Sound knowledge of training techniques including an ability to use a range of approaches to meet the needs of the academic community.
• Excellent interpersonal, communication and consultative skills.
• The ability to translate technical requirements and specifications into easily understood lay concepts.
• Demonstrated commitment to delivery of outcomes, and a positive and enthusiastic approach to achieving goals through effective team and individual work.
• Fair team player, self-motivated and solution focused.
• Experience in training needs analysis, development, delivery and assessment of instructional or education training programs for adults.
Desirable

- Knowledge and practical experience in eLearning practices.
- Experience in training and developing resources for Learning Management Systems.
- Experience in the higher education sector.
- Certificate IV in Training and Workplace Assessment (or equivalent); OR
- Bachelor of Education / Graduate Certificate in Education.

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 the contact person listed in the job advertisement.