POSITION DESCRIPTION

Position Title: Learning Designer
Organisation Unit: UQ Business School
Position Number: 3038028
Type of Employment: Full Time, Fixed-Term (12 months)
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 well within the top 100 universities worldwide, measured through a number of major independent university rankings: the Academic Ranking of World Universities, Times Higher Education World University Rankings, US News Best Global Universities Rankings, QS World University Rankings and Performance Ranking of Scientific Papers for World Universities, and is indeed in the top 50 in some of these rankings. Over the past 3 years for which audited data are available UQ has attracted the highest (2013) or second highest (2012, 2014) amount of research funding of any Australian university.

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 230,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.7 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 will have further success in this area as an important strategic aim going forward.

Organisational Environment

The UQ Business School is located on the St Lucia campus with a staff of approximately 158 academic staff; 180 equivalent tutors and 73 professional staff. The School leases space in the Brisbane central business district in Central Plaza 1 where it offers core MBA courses and provides executive education and function facilities.

The School has seven main areas of academic strength represented by discipline clusters – accounting and accountability; business information systems; finance; management; marketing; strategy; and tourism with an associate professor reporting to the Head of School leading each cluster. Currently, the School has over 8,390 students enrolled in its programs: 6,201 at undergraduate level; 2,035 at postgraduate coursework level; and around 160 in research higher degree programs. Approximately one-third of the student body are international students, mostly from the Asia-Pacific region.

The School’s mission is to achieve national and international recognition as being among the best research intensive business schools in the Asia-Pacific region. The School carries AACSB International and EQUIS accreditation – the first school in Australia to receive AACSB and EQUIS accreditation across the full range of programs. The School also carries UNWTO accreditation and is the only School in Australia to hold such accreditation. The School enjoys strong research links with leading international research schools.

Information about the Faculty and the School may be accessed on the Faculty’s web site at http://www.uq.edu.au/faculty-school.

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 Learning Designer is a member of the UQ Business School Information Services Team reporting directly to the Information Services Manager but also responsive to the needs of the Director of Education.

To support academic staff across the UQ Business School with the uptake, development and evaluation of e-learning technologies, resources and pedagogies to enhance teaching quality, and support students learning in the University’s coursework degree programs. This position provides a single point of contact for staff (individuals and groups) related to eLearning systems and tools.
Duties

Duties and responsibilities include, but are not limited to:

- Advise and assist and Faculty/School Teaching and Learning leaders and academic staff and, as circumstances require, professional staff from the Library, Students Services, ITaLI, and elsewhere, to design, develop, implement and evaluate online resources that support student learning, including the optimal use of the University’s learning management system.
- Provide support in designing learning resources for course and community sites.
- Advise and assist staff who are preparing and planning the development of learning and teaching resources in conjunction with the University’s learning management system.
- Liaise with school teaching and learning leaders, teaching staff and contribute relevant technical knowledge regarding the effective use of educational technologies in the design of their courses.
- Contribute to the identification and design of software tools and templates to automate and streamline production services with emphasis on good pedagogical design.
- Identify, design, develop and manage specific educational projects in collaboration with School- and Faculty-based academic staff.
- Identify and promote innovative approaches to teaching and learning.
- Maintain knowledge of current practices and future opportunities in blended teaching and learning across the higher education sector and communicate this knowledge to the faculty and wider University community.
- Evaluate the impact of research on practice in the field of learning design in relation to student learning and the student experience.

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

- 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

This position is responsive to the direction of the Director, Education and reports to the Information Services Manager.
SELECTION CRITERIA

**Essential**
- Tertiary qualification in a relevant academic discipline with at least 4 years subsequent relevant experience; or extensive experience in Education/ Instructional Design field; or an equivalent combination of relevant experience and/or education/training.

- Expertise and knowledge of incorporating effective learning design in curriculum review and development within a university environment.

- An understanding of how students learn and experience using a range of technologies to enhance learning in online and on-campus environments.

- Evidence of innovative approaches to developing courses for blended learning environments.

- Demonstrated ability to manage time and projects and to work independently and accept responsibility.

- The ability to provide both leadership and practical support on pedagogic and technical issues to a variety of stakeholders.

- Commitment to on-going professional development.

- Experience with a recent modern LMS such as Blackboard and/or Moodle, at student and designer levels, and its application to educational goals.

- Excellent teamwork and communication skills and a demonstrated commitment to responding to client needs.

**Desirable**
- High level skills in a specific discipline relevant to learning design, for example: audio visual and graphic design, writing and document design, editing and proofreading, software and systems development, professional learning, social networking and communities of practice.

- Experience with course authoring software, media development tools in learning contexts, including Web 2.0 technologies and the use of social networking and mobile computing technologies for instructional design.

- Experience in designing and managing projects using structured methodologies to identify requirements, and to design and implement solutions.

- Experience in the evaluation of blended learning and flipped classroom teaching models at a tertiary level.

- University teaching experience in a relevant discipline.

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

This role is a full-time position; however flexible working arrangements may be negotiated.