POSITION DESCRIPTION

Position Title: eLearning Advisor and Trainer

Organisation Unit: Institute for Teaching and Learning Innovation

Position Number: 3046094

Type of Employment: Full time, fixed term to 30 June 2022

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 CWTS Leiden Ranking (32), the Performance Ranking of Scientific Papers for World Universities (40), the US News Best Global Universities Rankings (42), QS World University Rankings (47), Academic Ranking of World Universities (54), and the Times Hier Education World University Rankings (66). Excluding the award component, UQ is now ranked 45th in the world in the ARWU, and is one of the only two Australian universities to be included in the global top 50.

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 53,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 17,000 international students from 135 countries, adding to its proud 260,000-plus alumni. The University has more than 6,600 academic and professional staff (full-time equivalent) and a $2.15 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+.

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

Organisational Environment

The Institute for Teaching and Learning Innovation (ITaLI) is taking a leading role in teaching and learning, professional education and innovation. ITaLI is an integrated teaching, research and service delivery centre for teaching and learning practices at UQ. ITaLI seeks to establish and maintain a flexible operating structure to drive and support innovation and excellence for these activities.

Under the Leadership of the Director, ITaLI, the Institute provides leadership, engagement and advocacy in educational innovation, teaching excellence and learning analytics, and aims to transform teaching and learning across the University through the delivery of faculty and executive prioritised, teaching and learning projects and services. ITaLI addresses critical areas of unmet need in teaching and learning by bridging the gap between the exponentially-expanding discipline of higher education teaching and the increasing complexity of teaching to assist University teaching staff and improve the learning experience of students.

Information about ITaLI may be accessed on the Institute's web site at www.itali.uq.edu.au.

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available online.

DUTY STATEMENT

Primary Purpose of Position

To provide professional advice and training on teaching with technology (elearning) in support of academic teaching staff across the University.

Duties

Duties and responsibilities include, but are not limited to:

- Provide UQ teaching staff with professional, teaching-with-technology (e-learning) advice to support the implementation of e-learning and e-assessment tools and the configuration, delivery and efficient administration of online courses.
- Develop and deliver workshops, professional learning resources, and professional teaching advice to support course coordinators and teaching staff in the use of e-learning tools.
- Identify, evaluate and, where suitable, promote new functionality and innovative approaches to e-learning that facilitate excellence in online teaching and enhance the student experience.
- Coordinate e-learning project activities through liaison with end-users, developers, support and training staff to ensure optimisation of the product environment.
- Produce regular reports on e-learning activities for the ITaLI Executive and members of the University Senior Management Committee, and represent ITaLI on committees as required.
- Establish and maintain productive collaborative partnerships with UQ teaching staff and ITS service providers, through the development of a formal communications plan, regular consultation and formal feedback mechanisms.
- Liaise with faculties and managers, service and technical staff across ITaLI, Library, and ITS, to manage projects and process tasks relevant to e-learning, and prioritise staff time and resources.
- Contribute to the identification and design of tools, processes and templates to streamline e-learning services, with emphasis on integrating technical solutions to support good curriculum, pedagogical and assessment design.

- Maintain knowledge of current practices and future opportunities in online and on-campus teaching and learning technical support across the university and higher education sector and communicate this knowledge to the wider University community.
- 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

Organisational Relationships

The position reports to the Manager, eLearning Systems and Support.

SELECTION CRITERIA

- Degree in Education (or equivalent degree) with at least four (4) years subsequent relevant experience or; extensive experience and expertise in technologies related to education, learning and instructional design or similar; or an equivalent combination of relevant experience and/or education/training.
- Expertise and experience in supporting academic staff in the use of educational technologies to facilitate the configuration, delivery and efficient administration of online courses.
- High-level technical understanding of IT systems and experience in established and emerging educational software including, but not limited to, a current learning management system.
- Demonstrated ability to design and deliver training and professional learning materials for academic staff including knowledge of appropriate technologies, tools and training techniques.
- Demonstrated ability to respond to client needs and the ability to translate technical requirements and specifications into easily-understood lay concepts.
- Self-motivated, resilient and solution-focused with the ability to deliver outcomes through effective team and individual work.

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 for further information and points of contact if you require additional support.

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

Accessibility requirements and/or adjustments can be directed to recruitment@uq.edu.au.