POSITION DESCRIPTION

Position Title: E-Learning Coordinator
Organisation Unit: Faculty of Health and Behavioural Sciences
Position Number: 3026473
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 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 Higher 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

Faculty of Health and Behavioural Sciences

The Faculty of Health and Behavioural Sciences (HABS) is a world-class Faculty that has a coherent focus on health, well-being and behaviour change, underpinned by a strong commitment to interprofessional education and interdisciplinary research.

The Faculty presently consists of six schools and six research centres, viz.:

- School of Dentistry
- School of Health and Rehabilitation Sciences
- School of Human Movement and Nutrition Sciences
- School of Nursing, Midwifery and Social Work
- School of Pharmacy
- School of Psychology
- Centre for Youth Substance Abuse Research (CYSAR)
- RECOVER Injury Research Centre
- Queensland Alliance for Environmental Health Sciences (QAEHS)
- Centre for the Business and Economics of Health
- POCHE Centre for Indigenous Health
- Southern Queensland Rural Health (SQRH)

More information about the Faculty is available at habs.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 expertise and support academic staff across the Faculty with the uptake, design, development and evaluation of learning technologies and resources to enhance teaching quality, and support students’ learning. The position provides a primary point of contact for staff (individuals and groups) related to learning technologies and eLearning initiatives.
Duties

Duties and responsibilities include, but are not limited to:

- Advise and assist Faculty/School/Centre academic staff and professional staff, to design, develop, implement and evaluate resources that support student learning.
- Advise and assist staff preparing and planning the development of learning and teaching resources.
- Liaise with academic staff, professional staff, central units and school teaching and learning leaders, and contribute relevant technical knowledge regarding the effective use of educational technologies from the perspective of effective design, implementation and management of small and large classes.
- Contribute to the identification and design of software tools and templates to automate and streamline production services with emphasis on good pedagogical design and feedback.
- Actively contribute to the review, analysis and improvement of courses and programs.
- Design, develop and manage specific educational projects in collaboration with School- and Faculty-based academic staff, and the wider University community.
- Identify and promote innovative approaches to teaching and learning.
- Maintain knowledge of current practices and future opportunities in learning technologies across the higher education sector and communicate this knowledge to the wider University community.
- Any other duties as reasonably directed by your supervisor.

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 Faculty of Health and Behavioural Sciences’ Teaching and Learning Manager.
SELECTION CRITERIA

Qualifications

**Essential**
- A degree with at least four (4) years subsequent relevant experience; or extensive experience and management expertise in eLearning; or an equivalent combination of relevant experience and/or education/training.
- Expertise and experience in developing online and on-campus resources informed by an understanding of how higher education students learn.
- Demonstrated ability to prioritise tasks through time and project management and to work independently while maintaining attention to detail.
- Demonstrated knowledge of current industry trends and active participation in remaining abreast of current applicable technologies.
- The ability to provide both leadership and practical support for learning technologies and eLearning initiatives
- Demonstrated commitment to responding to client needs as supported by good teamwork and communication skills.

**Desirable**
- Experience with course authoring and media development tools in learning contexts using a range of technologies, mobile devices, hardware and software to support teaching.
- Experience with a recent modern LMS such as Blackboard and/or Canvas, at student and designer levels, and its application to educational goals.
- Recognised qualification in a project management framework or methodology.
- Understanding of contemporary pedagogical approaches.
- Skills in digital video production and editing.

*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.*