### Position Description

<table>
<thead>
<tr>
<th>Title</th>
<th>Learning Designer</th>
<th>HEW Level:</th>
<th>Level 7</th>
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<tbody>
<tr>
<td>Faculty/Office</td>
<td>Faculty</td>
<td>Position Number:</td>
<td></td>
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<tr>
<td>Department/Team</td>
<td>Learning and Teaching Team</td>
<td>Date:</td>
<td>February 2016</td>
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</tbody>
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**Position Purpose:** To provide educational design and support for learning and teaching resources and programs to enable blended, face to face and online teaching and learning across the Faculty.

**ORGANISATIONAL CONTEXT**

The Learning Innovation Hub within the portfolio of Pro Vice-Chancellor, Learning and Teaching, supports and services the University community to inspire, promote and lead transformations in education. This encompasses a number of strategic and operational activities intended to assist the University in enhancing: academic practices and professional development; student engagement and experience; teaching and learning environments; technology enhanced learning and teaching, including blended and fully online delivery.

Faculty Learning and Teaching teams provide operational teaching and learning support to academic staff across a wide variety of discipline areas in the design, development and maintenance of web-based activities, resources, units and programs of study and contributes to the effective operations of the Macquarie Learning Technologies Platform (iLearn) to ensure the quality of the student experience and their graduate outcomes.

**ORGANISATION CHART**
<table>
<thead>
<tr>
<th>KEY ACCOUNTABILITIES</th>
<th>POSITION CONTEXT</th>
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| • Design, develop and implement curriculum and resources for academic staff across the faculty to enable blended, face to face and online teaching and learning, building on universal design principles and best practice. | Reports to:  
Associate Dean, Learning & Teaching in Faculty |
| • Contribute to the development and implementation of learning and teaching strategies, programs and practices for the faculty under the broad direction of the Associate Dean, Learning and Teaching. | Positions Reporting to:  
Supervision of the Associate Deans, Learning and Teaching |
| • Contribute to the design, development, and production of digital resources such as videos, animation and graphic elements for the Faculty’s Learning and Teaching initiatives and projects. | Key Direct Clients:  
Associate Deans, Learning and Teaching  
Head of Departments  
Faculty Learning and Teaching staff |
| • Provide educational innovation support and advice to Academic and professional staff across the faculty on educational approaches, educational technologies and use of Learning spaces. | Other Key Relationships:  
Learning Innovation Hub Centre staff  
Learning and Technologies team  
Faculty Shared Services Team |
| • Develop collaborative partnerships between the faculty and the Learning Innovation Hub team to develop tailored educational design solutions, based on an understanding of educational and technology issues and methodologies. | Budget Accountability:  
Role-specific Conditions:  
Scope and autonomy:  
Develops and modifies processes, procedures, systems and/or techniques for the work area and/or contributes to the development of University-wide systems, processes and procedures. |
| • Provide operational support and coaching to academic staff across the faculty in the use of technologies in the Macquarie Learning Technologies Platform (MLTP) - currently iLearn. | Problem solving:  
Analyses, designs and develops a range of alternatives and then uses expertise to decide on or recommend the best course of action |
| • Provide quality assurance and enhancement of blended and online learning resources to support continuous improvement of the MLTP. | |
| • Build and manage relationships with internal stakeholders. | |
| • Comply with relevant EEO and WHS regulations. | |
| • Perform any other duties as required and as appropriate for this classification. | |
## CAPABILITY FRAMEWORK

Capability Frameworks describe the behaviours, skills, attributes and experience required to successfully perform a position or group of similar positions.

<table>
<thead>
<tr>
<th>COMPETENCIES Clusters of behaviours required for successful performance.</th>
<th>ATTRIBUTES Personal qualities related to successful performance.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Planning and Execution:</strong> Managing time and resources to complete tasks and achieve objectives.</td>
<td><strong>Flexibility:</strong> Responding effectively to unexpected or changing circumstances.</td>
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<tr>
<td><strong>Communication:</strong> Effectively grasping and conveying ideas and concepts to others.</td>
<td><strong>Interpersonal Impact:</strong> Making a positive impression on others in a range of interpersonal contexts.</td>
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<td><strong>Service Focus:</strong> Making staff, key contacts and their needs a priority.</td>
<td><strong>Resilience:</strong> Dealing effectively with and recovering quickly from setbacks or pressure.</td>
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<td><strong>Teamwork:</strong> Working in collaboration with others to achieve shared goals.</td>
<td><strong>Creativity:</strong> Questioning the status quo and suggesting non-traditional or original ideas and solutions.</td>
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<td><strong>Relationship Management:</strong> Establishing effective working relationships with others.</td>
<td><strong>Accountability:</strong> Assuming responsibility for making decisions and delivering agreed outcomes.</td>
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<td><strong>Analysis and Judgement:</strong> Evaluating information and data to solve problems and make decisions.</td>
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### REQUIRED KNOWLEDGE

**Qualifications, technical and/or professional skills and information needed from day one for successful performance.**

- Degree in education/educational technologies with relevant experience; or an equivalent combination of relevant knowledge, training and/or experience.
- Knowledge of online and blended learning pedagogies.
- Knowledge of project management principles and methodologies and/or teaching.
- Well-developed computer skills in learning management systems (such as Moodle), MS Office, web-based research, online collaboration tools and design and production tools such as the Adobe suite.

### ACQUIRED KNOWLEDGE

**Organisational and/or professional skills and information to be developed within the first 3 to 6 months in the role for successful performance.**

- Knowledge of Faculty functions and structure.
- Knowledge of Faculty policies, systems, processes and procedures.
- Knowledge of Learning Innovation Hub’s functions and structure.
- Knowledge of University policies, systems, processes and procedures and how to adapt these at the faculty/office level.
- Knowledge of how the University works and how relevant functions across the University interrelate.

### KEY EXPERIENCES

**Practical experiences and exposure to specific environments or activities related to successful performance.**

- Designing and producing educational resources for adults within online, face to face and blended learning environments.
- Demonstrated experience working with a wide range of web-based applications relevant to an educational environment.
- Experience providing training or coaching to internal stakeholders in an educational environment.
- Building and managing relationships.
- Working as part of a cross functional team.