**POSITION DESCRIPTION**

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| **Position Description Classification Approved** | **Date** |
| Human Resources Branch | 04/05/2023 |

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| **POSITION DETAILS** |  |
| **Position Title:** | **Digital Education Developer** |
| **Position Number:** | 00025661 |
| **Classification:** | HEO6 |
| **Faculty/Division:** | Division of Academic and Student Engagement |
| **School/Branch:** | Learning Enhancement and Innovation |
| **Reports to (position title):** | Learning Designer & Product Lead |
| **Delegations:** | Relevant HR and Financial delegations as prescribed to this position in the University’s Delegations Table |
| **Special Conditions:** | * Out of standard work hours may be required * LEI staff provide services across multiple University locations including North Terrace, AHMS, Waite, and Roseworthy campuses, as such this position may be required to work where needed * Reasonable workplace adjustments will be made for people with a disability |
| **Significant Working Relationships:** | * Office of Academic and Student Engagement * Faculties and Schools * Information Technology and Digital Services * External vendors and service providers |

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| **POSITION SUMMARY** |
| The University of Adelaide is a large and successful university in Australia's Group of Eight research intensive universities, distinguished by its international reputation and commitment to innovation and excellence in research and teaching.    The Division of Academic and Student Engagement (DASE) partners with students, staff and the broader community to deliver an outstanding student experience. At the heart of the student experience are transformational opportunities in learning and teaching.  The Student Experience branch is responsible for providing services that deliver an excellent student experience. This includes administrative and support services to students as well as service to, and partnership with, academic staff in the development of a high-quality, engaging and relevant learning environment.  The Student Experience branch is underpinned by two key foundations:   * rich engagement with our student cohorts, clubs and societies to cultivate impactful partnerships; and * proactive student-centric support across the student lifecycle embedded in the learning and teaching experience to deliver increased student retention and success.   Learning Enhancement and Innovation (LEI) facilitate, collaborate, design and create engaging and flexible student-centric blended and online learning experiences. In partnership, LEI empower academics to teach and students to learn by providing expertise into design and development of innovative pedagogically-driven practices and learning technologies.  Working under general direction of the Learning Designer, the Digital Education Developer is tasked with the end-to-end development of courses within the Learning Management System (LMS) including page layout, learning resources, and learning activities using existing templates and a variety of graphic design, video, scenario-creation and educational technologies.  Working closely with LEI teams, the Digital Education Developer is also responsible for supporting the capability development of teaching staff to sustain, maintain, and deliver courses developed within the LMS. The Digital Education Developer works collaboratively, taking an agile and iterative approach within a tight production schedule, to deliver excellent student learning experiences. |

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| **KEY RESPONSIBILITIES** | |
| Assist in the design of engaging learning experiences within the LMS. | |  | | --- | | * Assist academics and learning designers to realise the desired educational outcomes and engagement through advice on relevant course build options within the LMS or through supported educational technologies. * Collaborate with learning designers and teaching staff to co-develop requirements for course builds including interactive, media-rich or scenario-based learning. * Maintain working knowledge of current system capabilities to ensure course builds are sustainable (and maintainable by the academics) and integrate effectively with core educational systems. * Maintain and extend knowledge of current practices and future opportunities in the development of learning resources including WCAG 2.0 AA accessibility standards and actively share this information within the team. | |
| Develop of engaging learning experiences through the end-to-end development of courses within the LMS. | * Use a collaborative, agile, and iterative approach to undertake end-to-end development of courses within the Curriculum Design Project. * Develop courses within the LMS as agreed in the learning design brief including the curation or redevelopment of existing learning resources and the development of original learning resources where required. * Contribute to the identification and design of relevant resources and templates to automate and streamline production services. * Support the capability development of teaching staff to sustain, maintain, and deliver courses developed within the Curriculum Design Project. * Contribute to the development, delivery, and facilitation of ADEPT-accredited staff development including the facilitation of face-to-face and online training sessions aligned with project needs. |
| Relationship and stakeholder management | * Communicate clearly and effectively with all stakeholders throughout the development lifecycle. * Maintain effective working relationships with colleagues * In consultation with the Learning Designer, proactively work to address development bottlenecks and blockers to maintain production schedules and development quality. * Provide effective feedback and engage in constructive conflict with colleagues to meet Curriculum Design Project outcomes. |
| Technical expertise in relevant software | * Apply excellent working knowledge in various software tools relevant to the creation of learning resources; for example:   + Native LMS features/tools   + Graphic design packages   + Video capture and editing packages   + Interactive multimedia packages * Apply excellent knowledge of web design and development tools including html. * Apply programing knowledge, using WYSIWYG applications, and working with a wide range of software applications. |
| Other reasonable duties commensurate with classification level. | |

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| **PEOPLE MANAGEMENT RESPONSIBILITIES** |
| * N/A |

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| **CAPABILITIES AND BEHAVIOURS** |
| Use the [Capability Dictionary](https://www.adelaide.edu.au/hr/ua/media/1605/rec-core-capability-dictionary.pdf) to identify the capabilities associated with the classification of this position. Staff are required to read and understand the capabilities and associated behaviours that align with the classification of this position. |

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| **UNIVERSITY EXPECTATIONS** |
| Staff are required to read, understand and comply with all University policies, procedures and reasonable direction, whilst demonstrating professional workplace behaviours in accordance with the University’s Code of Conduct |

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| **STAFF VALUES AND BEHAVIOUR FRAMEWORK** |
| Our culture is one that welcomes all and embraces diversity consistent with our [Staff Values and Behaviour Framework](https://www.adelaide.edu.au/hr/organisational-development/university-values) and our Values of integrity, respect, collegiality, excellence and discovery. We firmly believe that our people are our most valuable asset, so we work to grow and diversify the skills, knowledge and capability of all our staff. |

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| **SELECTION CRITERIA** |
| **Knowledge and Experience:**   1. Experience in designing online learning resources, preferably within a learning management system 2. Demonstrated user-centred approach to design and development, with the ability to design and edit interactive multimedia. 3. Experience in programing, using WYSIWYG applications, and working with a wide range of software applications. 4. Ability to think clearly and logically to sequence and program online interactions, with an attention to detail. 5. Knowledge of current digital technology and the technical processes for the delivery of audio visual and interactive media including the ability to communicate verbally and in writing, with technical and non-technical staff. 6. Demonstrated ability to work well within a collaborative team environment and independently, develop productive relationships quickly, and sustain a client service orientation within a fast-paced production schedule. 7. Demonstrated ability to promote the organisational values of integrity, respect, collegiality, excellence and discovery, and a commitment to positively comply with the associated behaviour expectations.   Desirable:   1. Experience in developing learning resources aligned with WCAG 2.0 AA accessibility standards. 2. Experience developing learning resources within the Canvas Learning Management System for the Tertiary Education Sector.   **Qualification/s:**   * A degree (in graphic design, multimedia, media arts or other related discipline) with subsequent relevant experience or; * An equivalent combination of relevant experience and/or education/training. |