**Position Description**

<table>
<thead>
<tr>
<th>College/Division:</th>
<th>ANU College of Health and Medicine</th>
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<tbody>
<tr>
<td>Faculty/School/Centre:</td>
<td>ANU Medical School</td>
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<tr>
<td>Department/Unit:</td>
<td>56000 TELT</td>
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<tr>
<td>Location:</td>
<td>Canberra, ACT</td>
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<tr>
<td>Position Title:</td>
<td>Learning Technologist</td>
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<tr>
<td>Classification:</td>
<td>ANU Officer Grade 5 (Administration)</td>
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<td>Position No:</td>
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<tr>
<td>Responsible to:</td>
<td>TELT Manager</td>
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<tr>
<td>Positions reporting to this role:</td>
<td>0</td>
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<tr>
<td>Delegation(s) Assigned:</td>
<td>Nil</td>
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</tbody>
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**PURPOSE STATEMENT:**

The ANU Medical School educates and develops medical graduates who practise medicine with compassion, conscience and professional excellence and with a knowledge of Aboriginal and Torres Strait Islander health and culture. The School partners with a number of healthcare organisations to deliver clinical teaching and training including but not limited to ACT Health, Calvary Healthcare ACT, and community practices throughout the ACT, and south eastern NSW. The Medical School is committed to extending the boundaries of medical knowledge and improving the health system through research, and to providing students with a research led educational experience. Research is conducted over a range of disciplines, spanning basic science, clinical medicine and implementation into policy and practice. Collaborations extend beyond ANU medical and health sciences, to other universities, governments and communities in the region as well as industry bodies, attracting national and international researchers and higher degree research candidates.

The Medical School is accredited by the Australian Medical Council which sets standards for education, training and assessment in all phases of medical education. Our education unit has a central role in ensuring integrity of the admissions processes, and provides academic leadership and administrative support for staff engaged in teaching, and for the students enrolled in our programs. We are committed to the advancement of Aboriginal and/or Torres Strait Islander people, providing an alternative admissions pathway, competitive access to a dedicated ‘Indigenous Health Stream’ of medical education, and through clinical placements in remote locations. The Doctor of Medicine and Surgery, Medicinae ac Chirurgiae Doctoranda (MChD) rural stream provides access to medical education for students from rural locations, and rural learning experience for all students in the ANU MChD program.

**KEY ACCOUNTABILITY AREAS:**

**Position Dimension & Relationships:**

This Learning Technologist works under the direction of the TELT Manager, Learning Designer and ANUMS TELT Academic Lead to support academics, clinicians and professional staff to implement the School’s educational and TELT (Technology-Enhanced Learning and Teaching) strategic and operational objectives. The position is primarily located at the Acton campus with travel to/from the Canberra Hospital campus to meet with staff and students and conduct projects. The Learning Technologist will be expected to liaise with a network of similar professionals across the University, contribute to the ANUMS TELT Working Party and initiatives, and build professional relationships with faculty, clinicians and professional staff within the School, University and ACT Health.

**Role Statement:**

Under broad direction, the Learning Technologist will:

- Act as a first point of contact for staff and students seeking support for educational activities & projects, with particular responsibility for supporting users of educational technologies
- Provide high-level administration, support and training for the operational aspects of educational technologies, in support of new and existing users
- Provide support, assistance and advice to staff in rethinking teaching practice and on the design, use and implementation of innovative teaching and learning approaches, technologies and software
• Create, develop and maintain high quality educational materials and resources, including web and/or multimedia based online courseware, in collaboration with team members and academic, clinical and professional staff.

• Undertake specific tasks in support of day-to-day development and maintenance of programs, courses and websites, using a range of technologies, in collaboration with team members and academic staff.

• Support the timely preparation and distribution of periodic and ad hoc reports, and the maintenance of accurate data and records.

• Support the implementation and roll-out of various local or University-wide projects, providing timely and high-quality support and training.

• Liaise with a diverse range of people involved in the Medical School education programs and colleagues across campus, developing a broad base of health and medical discipline educational and TELT skills, and actively participate in continuous improvement initiatives.

• Support a service improvement culture, working collaboratively to consult and gather information, identify solutions and undertake tasks to achieve identified objectives.

• Contribute to the efficient and effective operation of the School through building professional networks, and engaging in team and functional meetings and training, and professional development.

• Comply with all ANU policies and procedures and School governance and regulatory compliance, in particular those relating to work health and safety, equal opportunity, code of conduct and sustainable work practices.

• Undertake other duties as required from time to time consistent with the classification level of the position.

Note: As a multi campus School all staff are required to hold a current driver's licence.

SELECTION CRITERIA:

1. Relevant qualification and demonstrated experience, or an equivalent combination of relevant experience and/or training in education, educational development, educational technologies and/or multimedia development. Experience in an educational institution or similar environment would be highly regarded;

2. Ability to develop, manage and evaluate educational resource materials, collect and collate data, prepare reports and documentation using a range of technologies.

3. Proven organisational skills and attention to detail, with a demonstrated ability to prioritise own workload and to work effectively both independently and as part of a team, meeting competing deadlines and delivering high quality outcomes.

4. Demonstrated high level customer service and effective communication skills with the ability to consult and liaise effectively with a wide range of stakeholders in a culturally diverse environment, whilst maintaining a high level of professionalism and confidentiality.

5. Demonstrated ability to respond to inquiries, identify problems, provide training, advice or support and initiate follow-up action,

6. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a university context

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure which sets out the types of checks required by each type of position.

Delegate Signature:          Date: October 2019
Printed Name:        Katrina Chapple
Position:          School Manager

References:
Professional Staff Classification Descriptors