Position Description

Australian National University

College/Division: Office of the Pro Vice-Chancellor (Education)
Faculty/School/Centre: Centre for Learning & Teaching (CLT)
Department/Unit: 
Position Title: Learning and Teaching Specialist
Classification: ANU Officer Grade 6/7 (Administration)
Position No: TBA
Responsible to: Team Leader, Staff Education
Number of positions that report to this role: 0
Delegation(s) Assigned: -

PURPOSE STATEMENT:
The Learning and Teaching Specialist is part of a team responsible for supporting staff with teaching or learner-support roles at the Australian National University through the provision of academic development programs, resources and advice targeted at improving the quality of learning and teaching at the university.

The Centre for Learning & Teaching, (CLT) forms part of the Office of the Pro Vice-Chancellor (Education and Digital) and provides opportunities for staff to build pedagogical knowledge and skills related to teaching and learning in a university context. The centre also fosters the professionalism and recognition of teaching at ANU through an innovative Academic Professional Development program and Educational Fellowship Scheme (EFS).

KEY ACCOUNTABILITY AREAS:
Position Dimension & Relationships:
The Learning and Teaching Specialist works closely with other members of the centre to support the core functions of the office of the Pro-Vice Chancellor (Education and Digital). The Learning and Teaching Specialist is responsible for advising all staff with teaching or learner-support roles through the design and delivery of academic development programs and resources. The position will also support strategic curriculum initiatives such as interactive learning and digital.

The Learning and Teaching Specialist reports to the Team Leader, Staff Education. The position is located within the Continuing Education Team, as part of a small team of learning and teaching specialists working together within the Pro Vice-Chancellor (Education) portfolio.

Role Statement:
Under broad direction of the Team Leader, Staff Education, the Learning and Teaching Specialist will:
- Design, facilitate and evaluate transformative academic development programs and resources for staff that have teaching responsibilities or support those that do.
- Develop and deliver programs, workshops and resources that support and guide staff in the design, use, implementation and evaluation of contemporary teaching and learning approaches and technologies.
- Build and cultivate collaborative relationships and foster communication between College - and centrally-based staff in the development and teaching of programs and resources that support high-quality learning and teaching.
- Utilise pedagogical expertise and relevant educational technologies to create, develop and manage high quality educational materials and resources, including web and/or multimedia based online courseware, in collaboration with team members and academic staff.
- Organise and administer relevant activities such as education, training, workshops and information sessions in support of educational development initiatives and new or revised programs, in consultation with team members and academic staff.
- Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.
• Perform other duties as requested, consistent with the classification level of the position and in accordance with the principle of multi-skilling.

SELECTION CRITERIA:
1. A degree with subsequent relevant experience, or an equivalent combination of relevant experience and/or training in education, or extensive experience and specialist expertise in training in education or academic professional development.
2. Demonstrated ability to utilise pedagogical expertise and educational technologies to create engaging classroom experiences for teaching staff of all ages and disciplinary backgrounds, and to adjust teaching style to meet the needs of the audience.
3. Demonstrated initiative, the ability to think strategically, and the ability to work as part of a small team and organise competing work priorities.
4. Excellent interpersonal, oral and written communication skills with an ability to coach and mentor staff, negotiate and persuade on complex matters, with a diverse range of clients and colleagues both internal and external to the University at all levels.
5. Demonstrated ability to develop and manage educational resource materials, collect and collate data, prepare reports and documentation using a range of technologies.
6. Demonstrated computer skills with experience using the Microsoft Office suite and other relevant educational technologies. High-level skills in Word, Excel and PowerPoint, and experience in using databases will be highly regarded.
7. A demonstrated understanding of Equal Opportunity (EO) principles and a commitment to the application of EO policies in a university context.

ANU Officer Levels 6 and 7 are broad banded in this stream. It is expected that at the higher levels within the broadband occupants, through experience, will have developed skills and expertise enabling them to more independently perform the full range of duties at a higher level, and that more time will be spent on the more complex functions of the position.

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.

Supervisor/Delegate Signature:  Date:
Printed Name:  Uni ID:

References:
General Staff Classification Descriptors
Academic Minimum Standards