Position Description

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<tr>
<th>College/Division:</th>
<th>Office of the Pro Vice Chancellor</th>
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<tbody>
<tr>
<td>Department(Unit):</td>
<td>Centre for Learning and Teaching (CLT)</td>
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<tr>
<td>Position Title:</td>
<td>Manager, Education Communities</td>
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<tr>
<td>Classification:</td>
<td>Senior manager 1 (Administration)</td>
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<td>Position No:</td>
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<tr>
<td>Responsible to:</td>
<td>Director, Centre for Learning and Teaching</td>
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<tr>
<td>Number of positions that</td>
<td>Nil</td>
</tr>
<tr>
<td>report to this role:</td>
<td></td>
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<tr>
<td>Delegation(s) Assigned:</td>
<td>Nil</td>
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**PURPOSE STATEMENT:**
The Centre for Learning and Teaching (CLT) is the University's central support unit for learning and teaching. It supports the ANU Learning & Teaching Strategy’s vision for creating learning experiences that inspire our students. CLT acts as a knowledge, support and professional learning hub for staff around educational design and pedagogy. It works collaboratively across the University to enhance our learning environments, and to celebrate teaching excellence and innovation.

Education Communities contributes to the enhancement of learning and teaching at the ANU by promoting and facilitating staff engagement with learning and teaching programs, services and strategic initiatives. The team oversees CLT’s communications and online resources, manages digital communication platforms, and provides multimedia services to showcase good practice and highlight teaching innovation. The team also manages programs that recognise teaching excellence, including the Advance HE accredited Education Fellowship Scheme (EFS) and the Vice-Chancellor’s Awards for Excellence in Education.

**KEY ACCOUNTABILITY AREAS:**

**Position Dimension & Relationships:**
This position leads a work area that encompasses both the CLT Communications and Educational Advancement teams. This team plays a key role in communicating the key themes of the ANU Learning and Teaching Strategy, in addition to the specific activities they coordinate.

The Manager Education Communities reports to the Director, Centre for Learning and Teaching and works closely with the CLT leadership team, and colleagues across ANU; in particular, the University-wide EFS Committee, the office of the Pro Vice Chancellor (Education & Digital), and other Communications teams. Externally, the Manager Education Communities maintains relationships with Higher Education institutions who participate in Advance HE programs.

**Role Statement:**
Under the broad direction of the Director Centre for Learning and Teaching, the Manager will:
- Proactively promote engagement by the learning and teaching community with the key priorities of the ANU Learning & Teaching Strategy, and CLT services, events and programs.
- Provide effective leadership and management for the Education Communities team members, ensuring that workloads are managed and all objectives and deadlines are met, supporting their career development, and fostering an environment of creativity and innovation within a service-oriented culture.
- Ensure that strategic, responsive and expert advice is provided to the Director around the delivery of strategic and operational plans, and the meeting of key performance indicators and accreditation relating to the Education Fellowship Scheme.
- Guide the continual improvement of CLT’s communication and multimedia services, ensuring they meet the needs of other teams and stakeholders in the University, including the enhancement of digital platforms and online resources.
- Provide oversight for the CLT team responsible for supporting the promotion and recognition of teaching, including the Educational Fellowship Scheme and the Vice-Chancellor’s Awards for teaching excellence.
• Lead team activities to ensure they are evaluated and reviewed using robust methodology. Provide insightful recommendations for continuous improvement and address obstacles to achieve objectives with clear, actionable implementation plans.
• Lead projects to ensure timely delivery of service/system improvements and programs, including managing stakeholder engagement to achieve successful implementation of both business-as-usual and University wide projects, including digital transformation initiatives.
• Comply with all ANU policies and procedures, in particular those relating to work health and safety and equal opportunity.
• Perform other duties as requested, consistent with the classification of the position and in line with the principle of multi-skilling and professional development.

See the classification descriptors for professional staff and minimum standards for academic staff

**SELECTION CRITERIA:**

1. Postgraduate qualifications and relevant experience, OR extensive proven experience and relevant qualifications in educational design, education, information and communication technologies or management. Experience in a tertiary education institution would be highly regarded.
2. Demonstrated high-level interpersonal, teamwork, consultation and negotiation skills, including the ability to partner and liaise effectively with a diverse range of stakeholders within a complex environment. Highly developed written and verbal communication skills, including ability to write, and present to multiple audiences.
3. A high level of digital fluency and experience with digital platforms for online engagement, as well as familiarity with multimedia production.
4. Demonstrated ability to engage with and implement change, including a commitment to continuous improvement and evolving new ways of working. Experience working in an Agile environment would be highly regarded.
5. Demonstrated people management experience in a culturally diverse environment, with an ability to coach and mentor staff, to prioritise workloads and to lead the team to deliver on challenging objectives in a timely manner.
6. Demonstrated highly developed analytical and conceptual skills with the clear ability to develop creative solutions to complex business, stakeholder and educational requirements in order to achieve strategic outcomes.
7. A demonstrated high level of understanding of WHS and equal opportunity principles 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.

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<th>Supervisor/Delegate Signature:</th>
<th>Date:</th>
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<tr>
<td>Printed Name:</td>
<td>Uni ID:</td>
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**References:**

- Professional Staff Classification Descriptors
- Academic Minimum Standards

For assistance please contact HR Division Ph. 6125 3434