



<b>College/Division:</b>	ANU College of Arts and Social Science (CASS)
<b>Faculty/School/Centre:</b>	Research School of Humanities and the Arts
<b>Department/Unit:</b>	Centre for Heritage and Museum Studies
<b>Position Title:</b>	Educational Designer
<b>Classification:</b>	ANU07 (Technical)
<b>Position No:</b>	TBC
<b>Responsible to:</b>	Scaffolding Cultural Co-Creativity Project Lead
<b>Number of positions that report to this role:</b>	0
<b>Delegation(s) Assigned:</b>	NIL

## PURPOSE STATEMENT:

Educational design and development support forms a critical part of the preparation and conduct of the University's programs, helping to ensure that the highest standards of teaching and learning are consistently achieved. The Scaffolding Cultural Co-Creativity Project (SCCCP), hosted with the Research School of Humanities and the Arts in CASS is a research and cultural change project that works with projects and practitioners in diverse cultural and organisational settings to research the enablers of co-creativity across scales. The Educational Designer will coordinate the design, delivery and evaluation of collaborative learning programs and contribute to the research and impact of the project.

## KEY ACCOUNTABILITY AREAS:

### Position Dimension & Relationships:

The Educational Designer is part of the SCCCPC team and reports to the Lead of the SCCCPC. The Educational Technologist will work with stakeholders to understand their needs and design programs that result in a capability improvement for target audiences. Phase one of SCCCPC worked with partner projects in Australia, the Pacific and Latin America and resulted in a set of learning and facilitation tools known as Cobeo. Phase 2 of SCCCPC will build, deliver and evaluate a set of collaborative learning and train-the-facilitator modules with existing and new community partners.

### Role Statement:

Under the broad direction of the Project Lead:

- Create, develop, manage and deliver high quality educational materials, resources and training, including web and/or multimedia based online courseware, in collaboration with team members, academic staff and other project stakeholders.
- Provide technical and pedagogical support, assistance and advice to staff regarding teaching and facilitation practice and on the design, use, implementation and evaluation of innovative teaching and learning approaches, technologies and software.
- Contribute to the development of policies, procedures and standards related to delivery of learning programs with diverse audiences, including planning and implementation of user feedback and pathways for accreditation of course and programs within and beyond the ANU.
- Work with staff to develop and enhance their use of the ANU's Learning Management System, web-based teaching and learning tools, and rich media.
- Research best practice and provide advice on educational and technological trends to enhance the delivery of education and training.
- Engage in informed discussion on educational development and flexible learning locally, campus wide and externally.
- 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. Relevant qualifications, and demonstrated experience in executive and /or other educational design and development for both tertiary and applied community or industry contexts, including demonstrated experience developing and supporting synchronous and asynchronous delivery
2. Demonstrated experience undertaking research, developing diverse practical learning and facilitation materials and training packages and delivering face to face training/workshops.
3. Demonstrated experience in working with people from diverse backgrounds and with a wide range of needs, and in the provision of information and advisory services, with a commitment to customer service.
4. Demonstrated capacity to foster collaborative networks and a commitment to outreach activities beyond the higher education sector, involving the community organisations, schools, public sector, industry and the wider community.
5. Proficiency in the use of computer-based and web-based applications to support online learning and office information systems, including graphic design, word processing, audiovisual and web applications.
6. Demonstrated ability to work independently and as a member of a team, and to organise work priorities and meet deadlines with minimal supervision.
7. 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.*

<b>Supervisor/Delegate Name:</b>	Maya Haviland	<b>Date:</b>	April 2024
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**References:**

[Professional Staff Classification Descriptors](#)



# Pre-Employment Work Environment Report

## Position Details

College/Div/Centre	CASS	Dept/School/Section	RSHA/ CHMS
Position Title	Educational Designer	Classification	ANU07 (Technical)
Position No.	TBC	Reference No.	

In accordance with the Work Health and Safety Act 2011 (Cth) the University has a primary duty of care, so far as reasonably practicable, to ensure the health and safety of all staff while they are at work in the University.

- This form must be completed by the supervisor of the advertised position and appended to the back of the Position Description.
- This form is used to advise potential applicants of work environment and health and safety hazards prior to application.
- Once an applicant has been selected for the position they must familiarise themselves with the University WHS Management System via Handbook guidance <https://services.anu.edu.au/human-resources/health-safety/whs-management-system-handbook>
- The hazards identified below are of generic nature in relation to the position. It is not correlated directly to training required for the specific staff to be engaged. Identification of individual WHS training needs must be in accordance with WHS Local Training Plan and through the WHS induction programs and Performance Development Review Process.
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see 'Employment Medical Procedures' at [http://info.anu.edu.au/Policies/\\_DHR/Procedures/Employment\\_Medical\\_Procedures.asp](http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp)

## Potential Hazards

<ul style="list-style-type: none"> <li>• Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a <b>regular</b> or <b>occasional</b> part of the duties.</li> </ul>					
<b>TASK</b>	<b>regular</b>	<b>occasional</b>	<b>TASK</b>	<b>regular</b>	<b>occasional</b>
key boarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	laboratory work	<input type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input type="checkbox"/>	<input type="checkbox"/>	work at heights	<input type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks	<input type="checkbox"/>	<input type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
Organizing events	<input type="checkbox"/>	<input type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
fieldwork & travel	<input type="checkbox"/>	<input type="checkbox"/>	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<input type="checkbox"/>			
<b>NON-IONIZING RADIATION</b>			<b>IONIZING RADIATION</b>		
solar	<input type="checkbox"/>	<input type="checkbox"/>	gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	beta particles	<input type="checkbox"/>	<input type="checkbox"/>
infra red	<input type="checkbox"/>	<input type="checkbox"/>	nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>
laser	<input type="checkbox"/>	<input type="checkbox"/>			
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>			
<b>CHEMICALS</b>			<b>BIOLOGICAL MATERIALS</b>		
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>
allergens	<input type="checkbox"/>	<input type="checkbox"/>	potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
			immunisations	<input type="checkbox"/>	<input type="checkbox"/>
<b>OTHER POTENTIAL HAZARDS (please specify):</b>					
<b>Supervisor/Delegate Name:</b>		Maya Haviland		<b>Date:</b>	April 2024