

POSITION DESCRIPTION

Position Title:	Senior Educational Designer (Indigenous Specialisation)
Business Unit:	Education and Student Experience
Appointment Level:	Level 8
Reporting To:	Associate Director, Learning and Teaching
Number of Direct Reports:	2
Delegation Band:	Band 7
Position Number:	60163

THE UNIVERSITY OF CANBERRA

The University of Canberra is a young University anchored in the national capital and works with government, business, and industry to serve our communities and nation. The University of Canberra challenges the status quo; always pursuing better ways to teach, learn, research, and add value – locally and internationally.

Our purpose is to provide education which offers high quality transformative experiences; to engage in research which makes a difference to the world around us; and to contribute to the building of just, prosperous, healthy, and sustainable communities.

The University of Canberra has recently established its long-term ambitions through its new decadal strategy: *Connected*. Through its three objectives (Connected to Canberra, Connected for life and Connected UC), the University of Canberra aims to build sustainable communities through deep collaborations that are locally focused and globally relevant, partner for life with our students to shape our economic, social and cultural futures and deliver an outstanding, digitally connected experience that removes barriers to accessing higher education.

OUR PURPOSE AND VALUES

Our [purpose and values](#) are the heart of this university. They describe our core identity: who we are and how we behave at the University of Canberra. They were developed by our people for our people.

GALAMBANY

Together we work to empower, connect and share knowledge with our people, cultures and places



BUSINESS UNIT OVERVIEW

The Education and Student Experience business unit supports the University by developing and implementing best practice across the student course lifecycle. The four functional areas provide a cohesive and aligned approach to broadening access and enhancing student learning and experience.

- **Learning and Teaching** supports the curriculum development, education and learning design, assessment and feedback processes. They manage educational technologies, academic policy development and course lifecycle management.
- **Careers UC** support Work Integrated Learning (WIL) activities, career development and support. They facilitate engagement with employers, and industry and professional associations.
- **Library and Learner Experience** promotes information literacy by providing comprehensive learning support services, scholarly resources and study environments for students and staff.
- **Institutional Quality Assurance** ensures compliance with TEQSA and CRICOS is incorporated throughout the University and reports and manages risk through appropriate governance channels.

POSITION PURPOSE

As part of the Learning and Teaching team, the Senior Educational Designer collaborates with academic staff in curriculum design projects, managing the creation of educational experiences for students and contributing to the future vision of teaching and learning at UC.

The Senior Educational Designer will have skills and experience in working with a range of teaching practices and assessment approaches. The position is supported by and manages a small team of Educational Designers, who work together to develop and implement good practice models of teaching and learning across modes of delivery, partnership models, and through embedding appropriate technology and pedagogies.

This specialised role is responsible for supporting and enabling the faculties to design and include Aboriginal and Torres Strait Islander perspectives, ways of knowing, content, knowledges and histories, in curriculum design and educational design, and in supporting staff in designing authentic experiential learning activities. Experience working successfully and respectfully with Aboriginal and Torres Strait Islander communities and individuals and a commitment to the improvement in educational outcomes for Indigenous students is essential to the role.

PRIMARY RESPONSIBILITIES

The position will be required to:

- Provide specialist advice on inclusion of Indigenous perspectives, ways of knowing, content, histories and knowledges in curriculum design and educational design.
- Supervise staff to ensure a capable and high performing team that delivers assigned projects and activities.
- Provide expert advice and support to academic and education design staff to design, develop, implement and review resources, units, courses and programs.
- Work collaboratively and flexibly across a range of disciplines and projects, with other members of the team and stakeholders across UC.
- Identify, develop and manage curriculum projects that align with University goals and needs.
- Manage delivery timelines and escalate any potential risks to on time completion of work.
- Develop and conduct professional development opportunities to academic staff on the use of educational strategy, pedagogies and technology.
- Support evaluation and review processes, providing advice and support in the application of evidence-based practice, utilising innovative pedagogies and the use of educational technology consistent with emerging trends in the sector, including innovative assessment and artificial intelligence.
- Carry out other duties appropriate to the classification, as required.

Eligibility/Other Requirements: This is a designated position in accordance with s42, Discrimination Act 1991 and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential.

Key Capabilities	Descriptors
1. Leadership	<p>1.1 Proactively addresses challenging issues and takes responsibility for seeing issues through. Assist team members to recognise barriers and overcome them.</p> <p>1.2 Connects the University Strategy with the Portfolio and reinforces connections with other staff.</p> <p>1.3 Builds and communicates a clear and compelling path for others to choose to be committed and engaged.</p> <p>1.4 Champions and role models effective change while working to engage and enthuse others to embrace a vision of change.</p> <p>1.5 Showcases diverse voices and perspectives and seeks and values unique contributions and promotes accessibility to all.</p>
2. Citizenship	<p>2.1 Upholds, demonstrates, and promotes the university's purpose and values.</p> <p>2.2 Promotes diversity of thought and creates an inclusive workplace where people feel a sense of belonging.</p> <p>2.3 Looks beyond own point of view to consider needs of others and looks for opportunities to create belonging, support reconciliation, diversity, and inclusion.</p> <p>2.4 Manages accessibility concerns to promote equity.</p>
3. Effective Communication	<p>3.1 Adjusts message and delivery appropriate to audience.</p> <p>3.2 Listens authentically to others to understand content and context and effectively communicates ideas.</p> <p>3.3 Produces accurate and effective information in a timely and efficient manner.</p> <p>3.4 Influences and negotiates persuasively.</p> <p>3.5 Builds cultural competence and adaptive communication skills.</p>
4. Collaboration	<p>4.1 Connects and collaborates with our community.</p> <p>4.2 Looks beyond self and immediate team to add value to the whole University.</p> <p>4.3 Authentically and meaningfully connects with people who are different to self.</p> <p>4.4 Is open to a variety of ideas, experiences, and styles.</p> <p>4.5 Develops relationships with external parties. Seeks and acts on opportunities to connect external parties and partners to the University.</p>
5. Delivers results	<p>5.1 Delivers on agreed outcomes and escalates issues as appropriate.</p> <p>5.2 Responds to changing circumstances and priorities.</p> <p>5.3 Identifies opportunities to improve processes and takes opportunities to problem solve to deliver outcomes.</p>
6. Business Acumen	<p>6.1 Understands the purpose of own position and how this contributes to the objectives of the University.</p> <p>6.2 Manages resources effectively.</p>
7. Service	<p>7.1 Delivers seamless customer focused service underpinned by simplified and efficient processes.</p> <p>7.2 Understands and anticipates the needs of our students and partners and can convert these into commercial outcomes.</p>
8. Digital Literacy and Innovation	<p>8.1 Incorporates digital literacy skills into own learning and the learning of others e.g., students, peers, supervisees.</p> <p>8.2 Appreciates the legal, ethical and security guidelines in the management, access and use of data.</p> <p>8.3 Isn't afraid to have an impact. Inspires others to be innovative. Is brave, stirs curiosity and shares ideas and discoveries that shape our future.</p> <p>8.4 Demonstrates the ability to work fluently across a range of tools platforms and applications to achieve complex tasks.</p> <p>8.5 Demonstrates the capacity to adopt and develop new practices with digital technology in different settings; to use digital technologies in developing new ideas, projects, and opportunities.</p>

Note: This position requires a skill level that assumes knowledge or training equivalent to graduate qualifications, or extensive relevant experience, or an equivalent combination of relevant experience and/or education/training.

While at work, you must take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons. This includes:

- comply, so far as you are reasonably able, with any reasonable instruction that is given by the University to comply with the WHS Legislation
- cooperate with any reasonable policy or procedure of the University relating to health or safety at the workplace that has been notified to workers
- assume any additional duties as outlined in the WHS Procedure: Resources, Responsibility and Accountability