POSITION DESCRIPTION

Educational Developer

Position Level | 8
Faculty/Division | Medicine & Health
Position Number | 00056080
Original document creation | 19/02/2021

Position Summary

The Educational Developer provides leadership and support for curriculum delivery in a broad range of learning design, development and assessment approaches. This includes the implementation and evaluation of blended and online teaching methods and techniques across all programs and schools in the Faculty. This position works with academic staff to create diverse and innovative online educational activities and assessments to augment the Faculty's learning and teaching priorities. The Educational Developer also develops media and other interactive learning materials.

The role of Educational Developer reports to the Faculty Executive Director and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Provide leadership and strategic thinking in the development and implementation of innovative learning and teaching practices and initiatives across the Faculty
- Design and develop quality online learning activities, models, programs and courses in conjunction with academic staff, using proven pedagogical learning and teaching strategies, to ensure improved learning and teaching outcomes in the Faculty
- Consult with academics to develop the undergraduate and postgraduate curriculum incorporating effective delivery strategies, including engaging content formats, with aligned learning activities, assessments and feedback
- Liaise with academic staff to design and develop online assessment tools to ensure assessment complies with the UNSW Policy on Assessment and the UNSW Beliefs about Learning and Teaching
Advise academic staff on the educational design and online learning innovation in the field of their clinical expertise, and design learning resources by translating learning and teaching objectives into technical requirements and storyboards.

Manage the conversion of lectures and tutorials into blended learning activities and organise academics and conjoint lecturers according to the project schedule.

Design and develop interactive online activities using eLearning authoring software and transform educational material into various media using a variety of software tools including (but not limited to): video editing software, audio editing software, text editing software and learning management software.

Support the scholarship of learning and teaching in the Faculty and monitor trends across the Higher Education sector.

Conduct needs analysis to inform the design of effective professional learning and resources to support Faculty staff.

Develop, deliver and evaluate professional learning programs to build staff capacity in learning design, developing online courses and materials and teaching with educational technologies.

Support the development of a community of practice around innovative educational design.

Conduct user testing of pilot resources with the latest innovative technologies to evaluate their effectiveness and critically evaluate new and emerging technologies.

Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.

Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

**Skills and Experience**

- Relevant qualifications in education or technology with relevant experience, or an equivalent level of knowledge gained through any other combination of education, training and/or experience in the development of technology enabled learning, teaching and/or curriculum in higher education.

- Evidence of providing leadership in identifying and developing areas for innovation and improvement of learning and teaching.

- Demonstrated experience in curriculum and higher education course/unit design, with focus on assessment and learning supported by educational technologies.

- Demonstrated experience in producing interactive learning materials and media in various formats, developing course sites in learning management systems, and using a range of educational technologies.

- Demonstrated experience in producing training resources using various media.

- Proven ability to exercise initiative and autonomy in interacting with, and critically evaluating, new and emerging educational technologies.

- Demonstrated effective project management including the ability to prioritise and manage multiple tasks/projects to achieve project outcomes.
• Highly developed interpersonal and communication skills, with the ability to establish and maintain effective collaborative professional relationships with diverse groups of people, at all levels

• Demonstrated approach to service orientation together with a "client-customer" focus

• An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.

• Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training

About this document
This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.