POSITION DESCRIPTION

Education Developer, Education Focussed Development

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<th>Position Level</th>
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<tr>
<td>Faculty/Division</td>
<td>DVC-Academic and Student Life</td>
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<tr>
<td>Position Number</td>
<td>00059680</td>
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<td>Original document creation</td>
<td>January 2022</td>
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Position Summary

The Education Developer, Education Focussed Development plays a key role within the Pro Vice-Chancellor Education & Student Experience (PVCESE) portfolio, Education Pillar, Academic & EF Development Theme, Education Focussed developed team by working collaboratively with academic and professional staff to manage the design and development of accessible digital educational resources for the Education Focussed Academic community in support of excellence in their delivery of education and the student experience.

The role will work in collaboration with academic and professional staff across the institution to identify, coordinate and design, develop and redevelop quality online learning resources, modules, and courses and implement different interventions to improve courses as part of the Course Enhancement Program (CEP). The role will also manage and update relevant digital platforms for the Education Pillar to ensure educational resources are accessible to the community delivering education. In addition, this role will maintain and analyse data including overall engagement, growth, and achievements of the EF Development program for the purpose of evaluating, measuring and reporting on the progress and impact of the program.

The role reports to the Manager, Education Focussed Development and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Provide strategic advice on course development and the associated process to relevant Faculty, Divisional and external stakeholders.

- Contribute to the Course Enhancement Program through collaborative engagement and consultation with Academic and professional staff in faculties across UNSW to analyse and
identify suitable courses and coordinate the allocation and implementation of different interventions to improve these courses.

- Manage projects in a fast-paced environment from pilot to establishment as fully operational solutions within agreed deliverables and timeframes coordinating a project or sub-project through its lifecycle.
- Develop, maintain and implement high-quality educational resources for the professional learning programs for Academic and professional staff delivering education, with a focus on developing and enhancing their online design and delivery skills.
- Contribute to the various stages of educational design and delivery to ensure that emerging and existing educational design processes and technologies are evaluated and trialled effectively, within a systematic framework.
- Provide relevant expert advice to the EF Program staff and broader Academic & EF theme in contribution to day-to-day projects, programs and initiatives.
- Manage and maintain updates to all relevant digital platforms ensuring educational resources are accessible to the community delivering education.
- Utilise data to analyse overall engagement, growth, and achievements and evaluate and measure the progress and impact of the EF Program through the preparation of regular reports, advice and recommendations, on the analysis.
- Work collaboratively with Academics to develop high-quality online learning resources that align with undergraduate and postgraduate curriculums, incorporating pedagogically proven strategies to ensure improved learning and teaching outcomes.
- Manage effective communications and develop and maintain strong relationships with key stakeholders through the consultation and provision of advice on educational design, development and technologies in the development and implementation of course enhancements.
- Contribute to various stages of strategic Education Focussed projects including research on the latest pedagogical innovations to ensure emerging and existing educational design and technologies are evaluated and trialled effectively and within a systematic framework.
- 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 tertiary qualification with subsequent relevant experience or equivalent competence gained through any combination of education, training and experience.
- Demonstrated experience in the development of digitally enabled educational programs with expertise or aptitude for using educational technologies and digital platforms including Drupal, MySQL, Moodle, Qualtrics and an advanced understanding of the latest Microsoft Office suite of tools, including PowerBI, in a tertiary environment.
- Proven experience in successful delivery of large, complex educational development projects to deadline, and within budget, with a capacity to comply with Government legislation and UNSW policies, guidelines & procedures.
• Demonstrated ability to work effectively, positively, collaboratively and independently in multidisciplinary teams with the capacity to take responsibility, exercise independent judgement and proactively address and resolve complex problems as they arise in a “client-customer” focussed environment with rigid constraints.

• High-level interpersonal, written, and verbal communication skills, with a customer service focus and the ability to build and maintain effective internal and external working relationships with staff at all levels.

• Demonstrated ability to think strategically and with strong initiative to proactively identify avenues and changes to innovate the improvement of learning and teaching.

• Strong organisational skills with the ability to operate autonomously, manage multiple tasks, establish priorities and meet deadlines.

• Demonstrated experience in planning, developing, facilitating and reviewing learning materials to build institutional capacity and capability for technology enabled learning and teaching in a tertiary environment.

• High attention to detail and proven skills in identifying and measuring data with the ability to evaluate, analyse and interpret progress and impact and a drive to present data with a high degree of accuracy and completeness.

• 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.