POSITION DESCRIPTION

Education Course Designer

Position Level | 7
Faculty/Division | Business
Position Number | 00040465
Original document creation | 20/01/2023

Position Summary

An Education Course Designer plays a key role within the Business in assisting with the ongoing design and development of digitally enabled learning, teaching and assessment programs across the Faculty.

The role will work closely with course convenors, academic teaching and professional staff and the teams within the Education Portfolio to support the quality design and development of undergraduate and postgraduate programs and courses.

The role reports to the Manager, Education Design, supporting the Deputy Dean (Education).

Accountabilities

Specific accountabilities for this role include:

- Contribute to the creation of education design plans that set priorities and identify resource implications and provide support for initiatives that are identified as a priority within these plans.

- Work collaboratively with academic and professional staff to design and review curriculum, embed program learning goals and outcomes, develop assessment methodology and tasks, and develop discipline specific rubrics.

- In conjunction with academic staff, design and develop student-centred learning experiences based on sound pedagogical strategies and in consideration of best practice in the delivery of digitally enabled learning and teaching.

- Develop and support academic support programs and initiatives in order to enhance academic staff capability in digitally enabled curriculum design, development and alignment, assessment task design and the implementation of standards-based assessment.
• Under the direction of Academic Directors, support the review and evaluation of the pedagogical effectiveness of programs and courses during, and at the conclusion of, the course development and delivery process.

• Contribute to capability-building programs and activities in the Business School as well as provide advice in areas such as educational development, learning design and future pedagogies.

• Work collaboratively as part of a wider team on the development and delivery of assigned projects relating to learning and teaching at the Business School, including the design and delivery of learning materials, assessments, and learning environments.

• Remain current in global digital and technology-based learning trends, applications and best practice, and provide guidance for academic and professional staff on digital pedagogies.

• Deliver consistent, accurate and customer focused advice to solve diverse teaching/education related enquiries, referring to UNSW policy and procedures as required.

• Support continuous improvement through proactively identifying areas for development, supporting the outcomes of the Education Portfolio team.

• 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 & 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.

• Sound understanding of learning design principles, practices, curriculum development, resource development and production, as well as current and future trends in digital learning.

• Demonstrated capacity to advise and support staff on the design of student-centred, active learning experiences in multiple modes.

• Excellent interpersonal and negotiation skills, with the ability to work as part of a diverse team and liaise and negotiate with a range of people to achieve agreed outcomes and reconcile different views.

• Excellent written and verbal communication skills, with a high level of attention to detail and the ability to liaise effectively with a range of stakeholders.

• Excellent time management skills, with a demonstrated ability to respond to changing priorities, manage multiple tasks and meet competing deadlines by using judgement and initiative.

• Demonstrated ability to work collaboratively and productively within a team, but also to take initiative and work independently while managing competing demands.

• 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.