POSITION DESCRIPTION

Digital Developer, Academic Development

Position Level | 6
Faculty/Division | DVC-Academic
Position Number | 00038687
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Position Summary

The Digital Developer plays a key role within the Pro Vice-Chancellor Education & Student Experience portfolio in the development of engaging and effective digital resources for UNSW's Academic Development programs and initiatives, including the Foundations of Learning & Teaching (FULT) program, Beginning to Teach (BTT), Peer Review of Teaching, Teaching Online and a range of online professional development modules.

The role entails the development, re-development, coordination, implementation, promotion and effective day-to-day support of digitally driven Academic Program content, resources and materials, enabling UNSW teaching staff to deliver educational excellence and improve the student experience.

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

Accountabilities

Specific accountabilities for this role include:

- Work in close partnership with academic and professional staff to design, develop and implement engaging learning content, resources and materials for synchronous and asynchronous e-learning environments.
- Partner with the Academic & EF Development team to build their e-learning and instructional design knowledge as appropriate to improve overall team capability.
- Support Academic & EF Development educational design projects through identifying, recommending and utilising appropriate and relevant educational technologies.
• Ensure emerging and existing projects and resources are evaluated and trialled effectively within a systematic framework. This will involve transitioning projects from pilot to operational implementation within agreed deliverables and timelines.

• Support the Academic & EF Development team in executing all services and protocols necessary to meet educational strategies.

• Set priorities and monitor workflows and systems in support of the delivery of designated projects, activities and initiatives; planning, review and data collection and analysis, writing and editing documents, including reports.

• Contribute to ongoing alignment between Academic & EF Development activities and initiatives, the Education Pillar and broader PVCESE portfolio strategic goals and priorities.

• Maintain systems and processes, documentation and protocols essential to the efficient implementation of UNSW Academic development programs, including program evaluation and reporting.

• Develop, foster and maintain highly effective working relationships with portfolio teams, relevant staff in faculties and divisions and other internal and external stakeholders.

• Support adherence to UNSW governance pathways to ensure programs and projects are managed within a defined, consistent and proven set of rules for program development.

• 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.

• Demonstrated experience in digital resource development and/or knowledge of the Universal Design for Learning and its application to resource design and development.

• Demonstrated experience in developing and coordinating the implementation of effective and audience-appropriate educational content, resources and materials.

• Experience in the use of educational technologies including web-based learning management systems to facilitate learning and the ability to identify avenues for innovation and improvement in learning resources.

• Demonstrated experience in project administration and coordination with an understanding of the project life cycle and development of project plans and objectives including managing logistics, promotions, communications documentation and reporting.

• Advanced written and verbal communication skills, including proven ability to develop presentations and project reports and the ability to research and analyse material and summarise key issues.

• Strong service orientation and “client” focus, together with high-level interpersonal and communication skills and demonstrated ability to build and maintain positive and professional relationships with staff at all levels and internal and external stakeholders.
• Excellent organisational and time management skills, accuracy and attention to detail, 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.