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Senior Manager
Education, Design and Development

Faculty/Division	Medicine & Health
Classification Level	Professional 9
Hours & Span (Category)	G - Administrative, Clerical, Computing, Professional & Research Staff
Position number	00188442
Shiftwork status	NOT SHIFTWORKER
Allowances	Nil
On call arrangements	Nil
Original document creation	1 October 2022

Position Summary

UNSW Medicine & Health is undertaking an ambitious project (the Medicine Program Redesign – MPR) to align its flagship undergraduate Medicine program with the future needs of the health workforce. The Senior Manager Education Design & Development plays a key role within this project, working closely with the Associate Dean Innovation, driving high quality content and digital education design and development, and providing strategic advice in fostering innovation and enhancing staff and student experience.

The role has end to end responsibility for managing the creation, sourcing, design and development of content and collateral for educational resources for the MPR project. It entails managing the design and development of quality learning activities, online modules, courses, and programs in collaboration with MPR team members and academic staff to achieve learning and teaching strategies for the redesigned Medicine Program. The application of pedagogical theories, frameworks, and best practices to inform innovative educational design is an essential element of this role. The role has up to 4 direct reports.

Accountabilities

Specific accountabilities for this role include:

- Work collaboratively with MPR team members and faculty staff to manage the design and development of innovative learning activities and resources for the UNSW Medicine Program Redesign project, to improve staff and students' experience.

- Strong technological literacy across a range of education products and platforms with demonstrated experience in the design of learner-centred programs and effective use of learning and teaching strategies.

- Manage effective communications and develop strong influential relationships with key stakeholders through consultation, provision of advice and change management to develop and implement innovative teaching strategies.

- Drive, in collaboration with academic leads of the MPR project, various stages of strategic educational investigations including research on latest pedagogical innovations, to ensure that emerging and existing educational design and technologies are incorporated into the work of the MPR project.

- Take a systematic and evidence-based approach to course design and development, reviewing, and implementing appropriate revisions to the Medicine program.

- Develop and deploy visual dashboards and simulation technologies to create stimulating active learning environments and communities of practice for staff and students.

- Manage the design and development of quality blended learning activities, modules, programs, and courses in collaboration with academic staff, using best practice learning and teaching strategies to improve learning outcomes.

- For the MPR project, interpret requirements of academic leads and provide proactive advice and solution-focused action in relation to learning programs, technology, and platforms to design the framework for technology enhanced learning in the program and support its implementation.in a timely and accurate manner.

- Collaborate with academic leads to apply pedagogical teaching and learning strategies to guide curriculum.

- Develop, coordinate, and evaluate professional development initiatives, workshops and seminars for academic staff related to curriculum design and the integration of technology in the program.

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

- Ensure hazards and risks psychosocial and physical are identified and controlled for tasks, projects, and activities that pose a health and safety risk within your area of responsibility.

Skills and Experience

- Relevant tertiary qualifications and experience in education technology and learner visual dashboard systems, simulation, and blended and online learning.

- Demonstrated experience in effectively leading complex education-based projects and programs with significant positive impact on organisational operational excellence, integrating evidence-based digital pedagogy to enhance student experience and meet learning outcomes.

- Demonstrated ability to adopt and implement new and emerging technologies and practices in learning, teaching, and assessment. Demonstrated expertise in pedagogical theories, frameworks, and best practices to inform the use of educational technologies to facilitate learning.

- Superior written and verbal communication skills and proven ability to influence senior management and liaise effectively with a range of stakeholders to ensure successful outcomes, alongside a high-performance mindset.

- Demonstrated experience developing and implementing systems or programs requiring integration of theoretical or technical knowledge in a complex, specialised environment.

- Experience in implementing artificial intelligence technologies to support educational practice is desirable.

- Demonstrated experience in managing design, development, and implementation of effective online and in- person interactive learning activities using appropriate types of media and tools that align with the course learning outcomes.

- Demonstrated experience in building faculty capacity and individual capability for technology enabled learning and teaching in a tertiary environment.

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

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

- Knowledge of health & safety (psychosocial and physical) responsibilities and commitment to attending relevant health and safety training.

Pre-employment checks required for this position

- Verification of qualifications

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.