

Online Education Coordinator

College/Division	College of Health and Medicine
School/Section	Wicking Dementia Research and Education Centre
Location	Hobart
Classification	HEO7
Reporting line	Business Manager – Wicking Dementia Research and Education Centre

Position Summary

The University of Tasmania is building a vision of a place-based University with a mission to enhance the intellectual, economic, social and culture future of Tasmania, and from Tasmania, contribute to the world in areas of distinctive advantage. The University recognises that achieving this vision is dependent on the people we employ as well as creating a people-centred University that is values-based, relational, diverse, and development-focused.

We are seeking to appoint an Online Education Coordinator in the [Wicking Dementia Research and Education Centre](#), part of the [College of Health and Medicine](#).

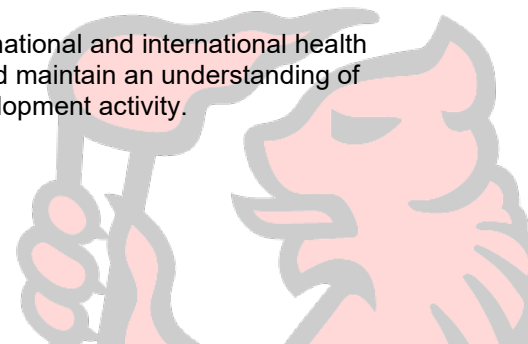
The Wicking Centre is unique in Australia as an integrated dementia research and education centre that is active across a range of disciplines, aiming to improve the lives of people living with dementia, and increase knowledge and awareness of carers, health providers and communities. Almost half a million people in Australia are living with dementia, and globally there are nearly 50 million.

The Online Education Coordinator will work to identify and foster relationships, partnerships, and networks to promote the Centre's education and research programs, to increase dementia literacy within Tasmania, interstate and internationally. This role will also oversee delivery of the Centre's online educational programs, including driving new business models for the flagship dementia MOOCs.

We are an inclusive workplace committed to 'working from the strength that diversity brings' reflected in our Statement of Values. We are dedicated to attracting, retaining and developing our people and are committed to inclusive principles. We celebrate the range of diverse assets that gender identity, ethnicity, sexual orientation, disability, age and life course bring. Applications are encouraged from all sectors of the community. Tell us how we can make this job work for you.

What You'll Do

- Coordinate the delivery of the Centre's non-award online education programs, including design, format, structure, delivery, curriculum scheduling, quality assurance, film/editing processes, and related tasks; ensuring that content is contemporary and relevant.
- Develop and cultivate strategic relationships and networks with government, community and industry organisations in the health, aged and dementia care sectors to drive engagement in the Centre's education programs, as well as relevant programs across the broader College of Health and Medicine.
- Lead, oversee and execute business development plans and projects to develop new education products; and drive awareness of and increase participation in existing education programs, and other community engagement and research activities.
- Provide industry insights; undertake environmental analysis of state, national and international health /aged care policy, industry, funding, and competitor environments; and maintain an understanding of education needs within the aged care sector, to inform business development activity.



- Work with colleagues across the University to ensure the delivery of business development activities within the Wicking Centre are aligned to the broader College and University strategy.
- Ensure policy and legislative compliance is maintained with regard to online education programs, in areas including, but not limited to data, privacy, IP, talent-release, ethics and terms and conditions.
- Undertake other duties as assigned by the supervisor.

What We're Looking For (success criteria)

- A degree qualification in a relevant field, or an equivalent combination of relevant experience and / or education / training.
- Demonstrated success in business development, project management, reporting and maintaining records and systems.
- An understanding of, or willingness and ability to learn about, online education products and programs.
- Demonstrated capacity to identify, develop, maintain and nurture internal and external stakeholder relationships and/or partnerships.
- Advanced skills in business case development and implementation.
- High-level written and oral communication skills, with strong evidence of achieving significant business outcomes through the articulation and presentation of innovative ideas and solutions, and through negotiation.
- An understanding of, or willingness and ability to learn about, the aged care and/or health sector in Australia.
- Demonstrated experience working as part of a broader team.

Other position requirements

- Willingness to undertake a medical assessment based on meeting the inherent position requirements
- Inter- and intrastate travel required as needed

University of Tasmania

The University of Tasmania is an institution with an enduring commitment to our state and community, and a strong global outlook. We are committed to enhancing the intellectual, economic, social and cultural future of Tasmania. Our [Strategic Direction](#) strongly reflects the University community's voice that our University must be place based but globally connected as well as regionally networked and designed to deliver quality access to higher education for the whole State.

We believe that from our unique position here in Tasmania we can impact the world through the contributions of our staff, students and graduates. We recognise that achieving this vision is dependent on the people we employ, as well as creating a university that is values-based, relational, diverse, and development-focused.

Check out more here:

<https://www.utas.edu.au/jobs>

<https://www.utas.edu.au/careers/our-people-values-and-behaviours>

The intention of this position description is to highlight the most important aspects, rather than to limit the scope or accountabilities of this role. Duties above may be altered in accordance with the changing requirements of the position.

