Position Description
Manager Digital Teaching and Learning Environments

Faculty/Portfolio: Faculty of Health
School/Centre: Office of the Faculty of Health
Basis of Employment: Full-time (36.75 hours per week) and continuing
Primary Location of Work: Melbourne Burwood Campus, Geelong Campus at Waurn Ponds or Geelong Waterfront Campus
Classification: HEW 9
Reporting Line: Faculty General Manager with a dotted reporting line relationship to the Associate Dean Teaching and Learning

ABOUT DEAKIN
Deakin University is proud to be recognised as an organisation that offers a friendly, supportive and challenging working environment. Our staff are committed to making a genuine difference to people’s lives through excellence in education and research. We acknowledge the importance of providing a dynamic and diverse working environment and offer variety in day-to-day roles as well as professional development opportunities to assist staff to grow and progress their careers. Deakin University staff have the opportunity to interact with colleagues from a diverse range of cultures and professional backgrounds, all of whom share a common interest in lifelong learning.

Deakin is Australia’s sixth largest university and number one in Victoria for student satisfaction – a ranking of which we are very proud. Deakin University operates five campuses; the Cloud Campus, Melbourne Burwood Campus, Geelong Waurn Ponds Campus, Geelong Waterfront Campus, and the Warrnambool Campus. We have four corporate centres in Melbourne’s CBD, and at the Burwood, Waterfront and Waurn Ponds campuses, as well as offices in India, China and Indonesia.

WHY WORK FOR OUR UNIVERSITY?

DEAKIN’S PROMISE TO EQUITY, DIVERSITY AND INCLUSION
At Deakin we value diversity, embrace difference and nurture a connected, safe and respectful community. Deakin is an Employer of choice for Gender Equality, a proud member of the SAGE Athena SWAN program seeking gender equity for Women in STEMM, and a bronze award holder in the Australian Workplace Equality Index for LGBTI inclusion. We strongly encourage applications from Aboriginal and Torres Strait Islander people and people of all cultures, abilities, sex and genders.

deakin.edu.au/about-deakin/careers-at-deakin

PD Developed April 2020 – 20N037
POSITION OVERVIEW

The Manager Digital Teaching and Learning Environments is expected to lead the development and continuous improvement of the Faculty’s digital learning environments in Cloud Deakin and advise the Associate Dean Teaching and Learning and Faculty General Manager on matters relating to the Faculty’s implementation of Deakin University’s strategic plan. The manager will be expected to oversee the development and refinement of work systems and processes related to the position’s areas of responsibility within the Faculty, and to work collaboratively across faculty and university divisions responsible for teaching and learning.

The role is responsible for supervising and leading the staff and activities of the Health Education Development Unit, which includes management of budgets and staff performance planning and review cycle.

The Manager will be responsible for ensuring the Faculty’s digital learning environments are maintained, reviewed and updated to ensure excellence in teaching and learning and the student experience. The appointee will work closely with the University’s Digital Environments team to ensure a coordinated approach to advancing Deakin’s LIVE the Future Teaching and Learning strategy.

Key Relationships:

| Internal | • This position reports to the Associate Dean Teaching and Learning and the Faculty General Manager and has direct supervisory responsibility for the Health Education Development Team.  
• This position will work closely with stakeholders across the Faculty including the Health Pod, Associate Heads of School Teaching and Learning, and course teams to support the advancement of Deakin’s digital learning environment.  
• The position works closely with other Faculty CloudDeakin leads and Deakin Learning Futures to ensure a coordinated approach to digital teaching and learning environments.  
• This position is part of the Faculty Management team and works collaboratively with Faculty Managers. |
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<td>External</td>
<td>• The Manager Digital Teaching and Learning Environments will be expected to have engagement with national and international societies advancing student learning through digital environments.</td>
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PRIMARY RESPONSIBILITIES

- Lead the Health Education Development Unit with a cohesive team-focussed approach, ensuring that appropriate work plans and strategies are in place to meet the performance objectives of the group, and priority given to the professional development of individual team members.
- Lead the Health Education Development Unit, and work in collaboration with the Health Pod, to implement the digital learning aspects of the faculty’s course strategy by providing vision, technical guidance and by inspiring the team members to deliver their best for the Faculty.
- Manage projects and work collaboratively with the Health Pod to achieve project objectives within agreed timeframes to lead the development, implementation and review of pedagogically sound digital education technologies that enhance teaching and learning.
- Partner with Course Directors at key stages of course review and renewal, internal (DLF) and external experts to identify and anticipate future trends and needs to ensure digital solutions are agile and responsive to contemporary trends.
- Contribute to the Faculty’s new course and course unit quality assurance processes by supporting new course proposals, annual and major course reviews, unit quality review and new unit proposals in collaboration with Course Directors and Health Pod team.
- Assist the ADTL in strategic development of the Faculty’s digital learning framework ensuring alignment with best practice, Student Learning and Experience Plan, Learning and Teaching policies and procedures and the various higher education standards.
- Ensure implementation of all University policies relevant to the areas for which the position is responsible, in particular, those relating to course design and delivery, assessment, equal opportunity, occupational health and safety, risk management, staff development and staff performance planning and review.
- Any other duties as directed, commensurate with the scope and classification of the position.
ABOUT YOU

To be successful at Deakin you are willing to enthusiastically embrace the Deakin Offer and Promise as expressed in the Deakin University Strategic Plan, and must share the University’s values.

You will be a person who is ambitious for Deakin University’s success and optimistic about its future; and will display diligence, have great resolve and a focus on producing results.

SELECTION CONSIDERATIONS

Required Qualifications and Experience:

• A relevant degree in digital teaching and learning and/or education with extensive leadership and management experience in the use of educational technologies to improve student learning, or postgraduate qualifications and extensive relevant experience, knowledge and training.

• Demonstrated leadership and management skills including the ability to motivate, influence and coach staff as well as to negotiate, collaborate and build productive relationships with key stakeholders.

• Experience in project deliverables that have demonstrable impact on teaching and learning.

• Demonstrated project management experience with an ability to translate high level strategic vision, accurately scope and deliver projects on time and to the agreed standards and deliver associated change management strategies to achieve a demonstrable impact on teaching and learning.

• Demonstrated ability to deliver innovative and engaging teaching and learning solutions focussing on learning supported by innovative educational technologies and to manage strategic change in teaching and learning.

Capabilities and Personal Attributes:

• **Collaboration:** Proactively supports working together, shares ideas and provides constructive feedback; respects and values others and builds and maintains positive relationships with teams across the Faculty of Health.

• **Motivating People:** Inspires, influences and connects others to achieve high performance and positive outcomes.

• **Inspiring Results:** Translates strategic priorities into operational reality; inspires outcomes.

• **Leading Teams:** Uses appropriate methods to support, develop, motivate, and guide the team to achieve successful outcomes.

• **Analysis and Problem Solving:** Sources relevant information; identifies problems and offers sustainable practical solutions.

• Demonstrate the ability to exercise sound judgment, initiative, diplomacy, tact and discretion as well as proven experience handling sensitive and personal information in a confidential and appropriate manner.

SPECIAL REQUIREMENTS

• Experienced in the design and delivery of teaching and learning in the university sector desirable.

• Regular work outside of business hours is required (e.g. the work pattern includes hours outside business hours)

• Frequent travel between Deakin campuses is required

• Working With Children Check.

DISCLAIMER

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.