

## POSITION DESCRIPTION

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|--|--|--------------------------------|-------------------------------------|
| <b>Position Title</b>                      | eLearning Advisor  |                                |                                     |
| <b>Organisational Unit</b>                 | Deputy Vice-Chancellor (Students, Learning and Teaching) |                                |                                     |
| <b>Functional Unit</b>                     | Learning and Teaching Centre (LTC)                       |                                |                                     |
| <b>Nominated Supervisor</b>                | Manager, e-Learning                                      |                                |                                     |
| <b>Higher Education Worker (HEW) Level</b> | 7  | <b>Campus/Location</b>         | Canberra, North Sydney, Strathfield |
| <b>CDF Achievement Level</b>               | 1 All Staff  | <b>Work Area Position Code</b> |                                     |
| <b>Employment Type</b>                     | Full-time Continuing                                     | <b>Date reviewed</b>           | 27 January 2016                     |

## ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

**Mission Statement:** *Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.*

Australian Catholic University (ACU) is both a Catholic University and a public institution within the Australian higher education sector. ACU is an inclusive community which welcomes students and staff of all beliefs. The University is committed to a strong Catholic ethos and seeks to foster and promote teaching and learning, research and scholarship, and community engagement in the Christian tradition. As valued members of our community, all staff members are expected to have an understanding of ACU's [Mission](#) and values and to demonstrate an active contribution to them.

The University shares with universities worldwide a commitment to quality in teaching, research and service. It aspires to be a community characterised by free enquiry and academic integrity.

The University chooses to focus on areas of teaching and research that are closely connected with its particular character as a University that is Catholic, public and national. The focus areas are Theology and Philosophy, Health, Education, and the Common Good and Social Justice.

ACU has over 2,500 staff supporting more than 34,000 students across seven campuses – Adelaide, Ballarat, Brisbane, Canberra, Melbourne, North Sydney and Strathfield.

The structure to support this complex and national University consists of:

- Provost
- Chief Operating Officer & Deputy Vice-Chancellor
- Deputy Vice-Chancellor, Research
- Deputy Vice-Chancellor, Students, Learning and Teaching

Each portfolio consists of a number of Faculties, Research Institutes or Directorates. The Directorate of Identity and Mission drives both the Identity and the [Mission](#) of the University. In addition, five Associate Vice-Chancellors and Campus Deans focus on the University's local presence and development of the University at the local 'campus' level.

The University pursues performance excellence and offers an environment where staff are valued and rewarded. Staff are expected to demonstrate a commitment to continuous improvement and to participate fully in resolving issues to achieve and maintain quality standards relevant to role. Further information about a career with ACU is available at [www.acu.edu.au](http://www.acu.edu.au).

ACU is committed to diversity and social inclusion in its employment practices. Applications from Aboriginal and Torres Strait Islander people, people with disabilities and people from culturally diverse groups are encouraged.

## ABOUT THE STUDENTS, LEARNING AND TEACHING PORTFOLIO

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The Office of the Deputy Vice-Chancellor (Students, Learning and Teaching) is responsible for areas in the University that centre on activities relating to students, learning and teaching and the staff responsible for their delivery.

The Deputy Vice-Chancellor (Students, Learning and Teaching), supports the Vice-Chancellor in providing leadership of major students, learning and teaching activities of the University, including:

- First Peoples and Equity Pathways
- Library
- Learning and Teaching Centre
- Office of Student Success
- Student Engagement and Services
- Student Strategies

## ABOUT THE LEARNING AND TEACHING CENTRE (LTC)

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The Learning and Teaching Centre (LTC) provides leadership in strategy, policy and capacity building, promoting excellence in learning and teaching at ACU, including in the online environment. The Centre provides programs and services to support professional development of academic staff and the technology platforms for course delivery and student engagement in learning. The LTC partners with Faculties, IT Services and the Library, as well as the Office of Student Success, in the delivery of outcomes shaped by ACU's Learning and Teaching Map.

## POSITION PURPOSE

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Provide specialist pedagogic and technical support and/or research in emerging technology enhanced learning resources. The position will also be expected to provide expert advice (including professional development support) and/or administrative support to LTC staff including Academic Developers and Educational Designers/Blended Learning Facilitators as well as those technology-enhanced learning support staff employed by and operating within Faculties. This position reports to the LTC Manager eLearning and supports the Director in the achievement of outcomes from ACU's Learning and Teaching Map.

## POSITION RESPONSIBILITIES

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### Introduction

A number of frameworks and standards express the University's expectations of the conduct, capability, participation and contribution of staff. These are listed below:

- ACU Strategic Plan 2015-2020
- Catholic Identity and Mission
- ACU Capability Development Framework
- Higher Education Standards Framework
- ACU Service Principles
- ACU Staff Enterprise Agreement including provisions in relation to Performance Excellence

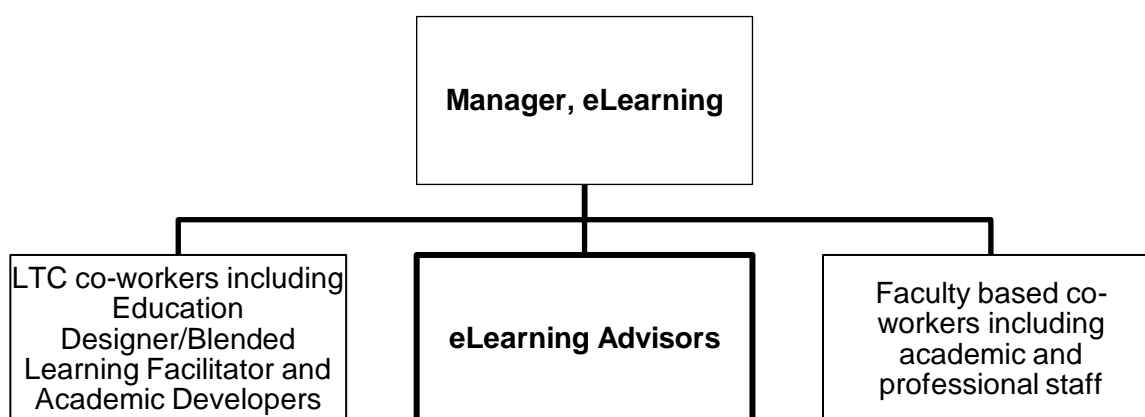
The [Capability Development Framework](#) in particular is important in understanding the core competencies needed in all ACU staff to achieve the University's strategy and supports its mission.

## Key responsibilities

| Key responsibilities specific to this position   | Relevant Core Competences<br>( <a href="#">Capability Development Framework</a> )   | Scope of contribution to the University |                       |                             |                            |
|--|---|---|-----------------------|-----------------------------|----------------------------|
|  |   | Within the work unit or team<br>✓       | School or Campus<br>✓ | Faculty or Directorate<br>✓ | Across the University<br>✓ |
| Assists with investigation and the introduction of new technologies in line with best practice standards and guidelines  | <ul style="list-style-type: none"> <li>• Make informed decisions</li> <li>• Be responsible and accountable for achieving excellence</li> <li>• Collaborate effectively</li> </ul> |   |                       |                             | ✓                          |
| Designs student-centred learning experiences based on sound pedagogical strategies and in consideration of best practice in the delivery of technology enhanced learning.  | <ul style="list-style-type: none"> <li>• Make informed decisions</li> <li>• Collaborate effectively</li> <li>• Deliver stakeholder centric service</li> </ul>                     |   |                       | ✓                           |                            |
| Under the direction of the Manager eLearning supports the implementation of LEO technologies.  | <ul style="list-style-type: none"> <li>• Collaborate effectively</li> <li>• Adapt to and lead change</li> <li>• Communicate with impact</li> </ul>                                |   |                       | ✓                           |                            |
| Provides advice and assistance to academic staff in their submissions for funding re eLearning resources and training-related projects and their take-up of technologies relevant to online teaching and learning. | <ul style="list-style-type: none"> <li>• Make informed decisions</li> <li>• Collaborate effectively</li> <li>• Deliver stakeholder centric service</li> </ul>                     |   |                       | ✓                           |                            |
| Promotes a culture of innovation and is an accessible source for advice, knowledge and application, including supporting professional development initiatives.   | <ul style="list-style-type: none"> <li>• Adapt to and lead change</li> <li>• Communicate with impact</li> <li>• Make informed decisions</li> </ul>                                |   |                       | ✓                           |                            |

| Key responsibilities specific to this position  | Relevant Core Competences<br>( <a href="#">Capability Development Framework</a> )   | Scope of contribution to the University |                       |                             |                            |
|---|---|---|-----------------------|-----------------------------|----------------------------|
|   |   | Within the work unit or team<br>✓       | School or Campus<br>✓ | Faculty or Directorate<br>✓ | Across the University<br>✓ |
| Participates in other projects, within and across teams, as determined by the LTC Director and Manager eLearning. | <ul style="list-style-type: none"> <li>• Collaborate effectively</li> <li>• Deliver stakeholder centric service</li> <li>• Communicate with impact</li> </ul> |   |                       | ✓                           |                            |

## Reporting Relationships



For further information about structure of the University refer to the [organisation chart](#).

## SELECTION CRITERIA

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### Qualifications, skills, knowledge and experience

| Qualifications and Capability |  |
|-------------------------------|--|
| 1.                            | Tertiary qualifications in a relevant discipline and/or an equivalent combination of relevant experience, education and training   |
| 2.                            | Proven experience in the design of student-centred and technology enhanced learning experiences and resources using a variety of University supported educational technologies   |
| 3.                            | Demonstrated knowledge of all aspects of technology enhanced learning development, process and procedures to produce quality, educational technology enhanced learning projects.   |
| 4.                            | Demonstrated ability to plan and deliver academic, professional development programs and resources, including ability to effectively plan work activity, prioritise time and resources using established processes and technologies to achieve optimum efficiency and effectiveness. |
| 5.                            | Demonstrated ability to exercise diplomacy and sound judgment to deal with matters in a confidential and sensitive manner.   |

### Core Competencies (as per the [Capability Development Framework](#))

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|----|--|
| 6. | Demonstrate confidence and courage to achieve ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values.  |
| 7. | Demonstrated ability to work collaboratively with stakeholders internal and external to the organisation to capitalise on all available expertise in pursuit of excellence.                              |
| 8. | Demonstrated ability to communicate effectively with staff at all levels, including stakeholders external to the organisation, to provide an excellent client service and meet organisational objectives |
| 9. | Demonstrated experience sourcing and interpreting business information to make informed, evidence-based decisions.   |

### Other attributes

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| 10. | Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment. |
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