

Position description

Educational Designer

Department/Unit	Faculty Office
Faculty/Division	Faculty of Information Technology
Classification	HEW Level 7
Work location	Clayton campus with significant time spent at Caulfield campus
Date document created or updated	November 2016

Organisational context

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit www.monash.edu

The Faculty of Information Technology is represented on two campuses in Australia – Caulfield and Clayton – and in Kuala Lumpur, Suzhou and Johannesburg. It undertakes teaching and research across a broad range of information technology disciplines: computer science, computational science, data science, intelligent systems, software engineering, network computing (including distributed, wireless and mobile computing), information systems (including enterprise systems), business intelligence and decision support, multimedia computing and applications, information management (including archival and library systems), and knowledge management.

We are one of the few faculties of information technology in the world and one of the largest academic information technology units within a tertiary institution in the world. Its research-intensive, multidisciplinary, international capabilities provide it with a set of exciting teaching, research, and engagement opportunities that position it uniquely within the tertiary sector.

Position purpose

Prime responsibilities of the faculty-based Educational Designer is to work within a team structure to provide educational innovation support and advice to academic and professional staff across the faculty to effect a smooth transition to new educational approaches, educational technologies, and use of learning spaces. The position works within a team and plays a crucial role in providing customer focused educational technology and educational design support services and will contribute to the delivery and ongoing support of learning and teaching technologies for all academic and professional staff across the faculty. The position is based in the faculty, however all Educational Designers will devote 10% of their time to working within the MU-OLT as part of the Educational Innovation Community of Practice.

Reporting line: The position reports to the Associate Dean, Education/Senior Educational Designer under broad direction

Supervisory responsibilities: Not applicable

Financial delegation and/or budget responsibilities: Not applicable

Key responsibilities

1. Contribute to the design, development, implementation and evaluation of new educational design projects across the faculty with a focus on initiatives relating to educational technologies and learning spaces
2. Provide consultative support and educational advice and guidance to academic and professional staff to advise on the appropriate use of learning technologies to enhance and transform the learning and teaching experience
3. Develop an in-depth shared understanding of educational issues, educational methodologies and technology issues facing faculties and campuses. Cultivate collaborative partnerships between the faculty's and the Educational Innovation Community of Practice to develop tailored educational design solutions
4. Facilitate discussions with other Educational Designers as part of the Educational Innovation Community of Practice, engage in collaborative work, share effective pedagogical approaches, methodologies, tools and applications with the wider team, accept and provide feedback as appropriate
5. Play a key role in managing the ongoing improvement of complex equipment used in learning spaces such as the repair, reconfiguration and updating or replacing of equipment
6. Contribute to strategic planning, particularly with regard to the technology platforms, learning spaces, and pedagogy by acting as an advocate for pedagogical insight into design, configuration and implementation of the technological components
7. Keep abreast of emerging trends in educational technologies and gain an understanding or proficiency in the use of these new technologies as appropriate

Key selection criteria

Education/Qualifications

1. The appointee will have:
 - a relevant degree with extensive experience and expertise in educational/instructional design and educational technologies, or
 - an equivalent combination of relevant knowledge, training and/or experience

Knowledge and Skills

2. Experience in the pedagogy of using technologies to implementation of e-learning materials and programs coupled with proven experience in developing and delivering stimulating and engaging professional learning for teaching staff in both small group and workshop settings
3. Excellent communication, negotiation and interpersonal skills, including a demonstrated ability to work as part of a team and independently
4. Highly developed investigative, conceptual and analytical problem-solving skills, including the ability to identify potential issues and diagnose problems and make considered recommendations for issue resolution and/or escalate them appropriately to a senior staff member
5. High-level organisational, time and project management skills, including the ability to plan, implement and execute new initiatives with the demonstrated ability to think creatively in order to innovate
6. Previous experience in a tertiary education institution or in a role facilitating professional development for educators, and an understanding of the issues regarding the academic, research, administrative and social aspects of a university
7. Strong familiarity with established and developing educational software including Google Apps for Education, Moodle, Turnitin, EQUELLA
8. Previous experience as an educator is highly desirable

Other job-related information

- Travel to the Caulfield campus will be required on a regular basis.
- Overtime may be required from time to time.

Legal compliance

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.