



Position Description

College/Division:	ANU College of Arts & Social Sciences
Faculty/School/Centre:	Educational Development Studio
Department/Unit:	Student & Education Office
Position Title:	Education Technologist
Classification:	ANUO 7 (Technical)
Position No:	
Responsible to:	Deputy Manager, Student & Education Office

PURPOSE STATEMENT:

This position will contribute to the development of teaching capacity by demonstrating and encouraging the uptake of accessible technologies, particularly in the areas of Wattle (the ANU's Learning Management System), use of the Web for university teaching, and rich media.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Education Technologist will work with the Deputy Manager, Student & Education Office and other members of the Education Development Studio to provide essential technical expertise and advice to support the goals and objectives of the College Operational Plan. The Education Technologist will, in close cooperation with colleagues in the Education Development Studio, assist academic staff to develop flexible approaches to their teaching. In addition to this primary relationship, the Education Technologist will also liaise with administrative and other professional staff in the College and across the University.

Role Statement:

Under the broad direction of the Deputy Manager:

1. Actively investigate and implement technological, digital and web-based tools used in flexible learning and teaching.
2. Using extensive technical expertise, provide support and advice on technologies and software for education to academic staff.
3. Work with academic staff to develop their understandings and enhance their use of the ANU's Learning Management System, web-based teaching and learning tools, and rich media.
4. Train staff in creating quality self-study materials for students.
5. Take a leading role in designing, developing, managing and maintaining the web presence of the education team in the College.
6. Liaise with technological support staff within the College, CHELT, ITS, and across the University.
7. Comply with all ANU policies and procedures, in particular those relating to work health and safety and equal opportunity.
8. Perform other duties as requested, consistent with the classification level of the position.

SELECTION CRITERIA:

1. Degree in a related discipline and demonstrated extensive relevant experience in a research or research support role or an equivalent combination of relevant experience and education/ training.
2. Demonstrated experience in web-based and digital environments with the demonstrated ability to deliver high-quality training to a wide range of staff. This includes breadth of specific skills, including working with the following:
 - PC and Macintosh operating systems
 - Web and standalone formats and files
 - HTML and a range of browsers
 - Mobile digital devices
 - Basic web, graphics, video, sound and interactive software
 - Learning Management Systems, in particular Moodle
3. Proven high-level interpersonal and communication skills, both written and verbal, with a strong customer service focus and the ability to communicate technical information to clients of varying ability, interact with team members and maintain relationships with stakeholders.
4. Demonstrated analytical and problem-solving skills, with a proven ability to collect and analyse data and to make recommendations on alternative solutions to senior management
5. Proven organisational skills and attention to detail, with a demonstrated ability to prioritise own workload and to work effectively both independently and as part of a team, meeting competing deadlines and delivering high-quality outcomes.
6. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a University context.

Supervisor Signature:		Date:	23/10/2017
Printed Name:	Deborah Veness	Uni ID:	

References:

[General Staff Classification Descriptors](#)



Australian
National
University

Pre-Employment Work Environment Report

Position Details

College/Div/Centre	CASS	Dept/School/Section	SEO
Position Title	Educational Technologist	Classification	ANUO7 tech
Position No.		Reference No.	

In accordance with the Work Health and Safety Act 2011 (Cth) the University has a duty to provide a safe workplace.

- This form must be completed by the Supervisor of the advertised position and forwarded with the job requisition to Recruitment and Appointments Branch, Human Resources Division. Without this form jobs cannot be advertised.
- This form is used to advise potential applicants of work environment issues prior to application.
- Once an applicant has been selected for the position consideration should be given to their inclusion on the University's Health Surveillance Program where appropriate – see [Health Surveillance Procedure](#)
- Enrolment on relevant Work, Health and Safety (WHS) training courses should also be arranged – see [WHS Training & Induction](#)
- Consideration should be given as to whether 'Regular' hazards identified below should be listed as 'Essential' in the Selection Criteria

Potential Hazards

- Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a **regular** or **occasional** part of the duties.

TASK	regular	occasional	TASK	regular	occasional
key boarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	laboratory work	<input type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input type="checkbox"/>	<input type="checkbox"/>	work at heights	<input type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks	<input type="checkbox"/>	<input type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
catering / food preparation	<input type="checkbox"/>	<input type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
fieldwork & travel	<input type="checkbox"/>	<input type="checkbox"/>	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<input type="checkbox"/>			
NON-IONIZING RADIATION			IONIZING RADIATION		
solar	<input type="checkbox"/>	<input type="checkbox"/>	gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	beta particles	<input type="checkbox"/>	<input type="checkbox"/>
infra red	<input type="checkbox"/>	<input type="checkbox"/>	nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>
laser	<input type="checkbox"/>	<input type="checkbox"/>			
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>			
CHEMICALS			BIOLOGICAL MATERIALS		
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>
allergens	<input type="checkbox"/>	<input type="checkbox"/>	potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
			immunisations	<input type="checkbox"/>	<input type="checkbox"/>
OTHER POTENTIAL HAZARDS (please specify):					

Supervisor's Signature:		Print Name:	Deborah Veness	Date:	23/10/2017
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