Position Description

College/Division:	ANU College of Asia and the Pacific
Faculty/School/Centre:	School of Culture, History and Languages (CHL)
Department/Unit:	
Position Title:	Pacific Language Course Developer
Classification:	**ANUO8 (Technical)**
Position No:	New
Responsible to:	Deputy Director (Languages)
Number of positions that report to this role:	Nil
Delegation(s) Assigned:	TBA

PURPOSE STATEMENT:

The ANU College of Asia and the Pacific (CAP) leads intellectual engagement with the Asia-Pacific region through research, education and contributions to public debate, and seeks to set the international standard for scholarship concerning the region.

The School of Culture, History and Language is the focus of research and teaching in Asian and Pacific humanities, social sciences and languages and seeks to build excellence in understanding and capability in engaging with the Asia and Pacific region. The key disciplines that are represented in the School are anthropology, archaeology, cultural studies, gender studies, history, linguistics, and languages, all contributing to the foundational knowledge of Asia and the Pacific.

Using the ANU Learning Management System, the Pacific Language Course Developer is responsible for developing a portfolio of online courses in designated Pacific Languages, ensuring that appropriate resources and activities are utilised to promote and facilitate the online learning of a second language.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Pacific Language Course Developer is responsible for the development of online courses in Pacific Languages and manages the development project through to completion. The position has a leadership role in the development of best-practice online language programs in the School and responsibility for the development of a suite of online courses in Pacific Languages.

The position reports to the Deputy Director (Languages) and works collegially with other members of the School, including the School Manager, members of the Pacific Institute, and other language educators. The position will also engage with professional and academic staff members within the College of Asia and the Pacific and the wider ANU community, and will work in close partnership with the Digital Education Services team of the College.

Role Statement:

Under the broad direction of the Deputy Director (Languages), the Pacific Language Course Developer will:

1. Develop, to an agreed timeframe, Pacific Language courses in accordance with the Learning Outcome Framework established for language courses in the School. This may include the requirement to undertake additional training to further develop online learning and development skills
2. Design, for each course, Online Sites within the ANU Learning Management System (LMS) (currently *Moodle*) ensuring that appropriate resources and activities are utilised to promote online learning of a second language.
3. Effectively develop course materials on the LMS to ensure accurate and current content and assessment.
4. Test course content and online modules through the delivery of pilot classes as required.
5. Integrate research into teaching and implement innovative teaching methods that contribute to the University's commitment to providing a research intensive education.
6. Maintain a high level of technical proficiency through continued learning and engaging in relevant

Professional Development relating to online learning, including but not limited to virtual classroom, online communication, online assessment, etc.

7. Manage the course development project including consultation and collaboration with internal and external stakeholders including academics, professional staff and external parties.

8. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity

9. Perform other duties as directed, consistent with the classification level of the position and in line with the principle of multiskilling.

SELECTION CRITERIA:

1. Progress towards postgraduate qualifications with extensive experience in a relevant discipline plus demonstrated relevant experience in non-English language education at a tertiary level, or an equivalent combination of relevant experience and/or education/training.

2. A demonstrated advanced proficiency in *Tok Pisin*

3. Demonstrated ability to think strategically and to develop, implement and deliver effectively online new training and education initiatives including, but not limited to, course development, course delivery, program management and program promotion.

4. Demonstrated experience and proficiency in the use of Learning Management Systems, such as Moodle, along with an understanding and experience in utilising effective and engaging fully online learning methods and practices.

5. Proven experience in the design and preparation of learning resources in a variety of formats, including online materials and how to select, develop, analyse and evaluate the performance of relevant teaching technologies

6. Demonstrated high-level organisational skills and the ability to prioritise workloads, use sound judgement in decision making and an ability to successfully manage projects through to completion, on time and on budget

7. Demonstrated high level interpersonal and communication skills, both written and oral, including demonstrated ability to work effectively as part of a team and to liaise effectively with key internal and external stakeholders and proven experience drafting training materials, reports and management documents.

8. A demonstrated high-level understanding of work health and safety and equal opportunity principles and policies and a commitment to their application in a university context.

Supervisor Signature:		**Date:**	
Printed Name:		**Uni ID:**	

References:

Professional Staff Classification Descriptors

For assistance please contact HR Division Ph. 6125 3346