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| **Position Description** |

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| **College/Division:** | ANU College of Law |
| **School/Centre:**  |  |
| **Department/Unit:**  | **College Education & Innovation Support Team (CEIST)** |
| **Position Title:**  | **Educational Devel**oper |
| **Classification:** | ANU Officer 6/7 (Administration) |
| **Position No:** | 16174 |
| **Responsible to:** | Manager, CEIST |

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| **PURPOSE STATEMENT:**The College Education Innovation Support Team (CEIST) is an established and autonomous group within the ANU College of Law that provides expertise, advice and active support to the innovative educational methodologies used in the College to deliver courses and programs, particularly on-line. The ANU College of Law has a well-established and respected track record within the University in educational design and on-line course development.POSITION DIMENSION & RELATIONSHIPS: The Educational Developer, within the CEIST team, liaises with all areas in the College and also informally with a network of similar professionals across the University. The Educational Developer operate under the direction of the Manager, CEIST. The team as whole supports the overall educational goals of the College, as determined by the Executive, within the administrative and business context overseen by the College General Manager.Role Statement:1. Act as a first point of contact for staff and students seeking support for teaching and learning activities & projects, with particular responsibility for supporting users of the University Learning Management System and other educational technologies.2. Assist with educational technology administration and training at College level.3. Provide support, assistance and advice to College staff in rethinking teaching practice and on the design, use and implementation of innovative teaching and learning approaches, technologies and software.4. Create, develop and manage high quality educational materials and resources, including web and/or multimedia based online courseware, in collaboration with team members and academic staff.5. Organize and administer relevant activities, meetings and project tasks in support of educational development initiatives and new or revised programs and courses, in consultation with team members and academic staff.6. Undertake specific tasks in support of day-to-day development and maintenance of programs, courses and websites, using a range of technologies, in collaboration with team members and academic staff. 7. Engage in informed discussion on educational development and flexible learning locally, campus wide and elsewhere (e.g. national conferences).8. Take responsibility for your own and others health and safety in the workplace and undertake OHS roles as required in the work area.9. Other duties as consistent with the classification of this position. |

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| **Selection Criteria:**1. A degree in a relevant field or an equivalent combination of relevant experience and/or interest in education, learning technologies, multimedia development and/or online learning.2. Demonstrated experience working in web-based learning environments and using technologies such as Learning Management Systems (Moodle), the Internet, e-mail and desktop-based programs such as Word and Excel for educational purposes.3. Highly evolved facilitation skills and ability to work collaboratively and flexibly in a team-based environment, with initiative to organise competing work priorities.4. Highly developed interpersonal, written and oral communication skills, including demonstrated regard for academic values and ability to work successfully with stakeholders at all levels in order to provide effective support in education and/or educational technology.5. Demonstrated ability to respond to inquiries, identify problems, provide advice or support and initiate follow-up action in a client-service role.6. Demonstrated ability in applying pedagogical theory and practical experience to analyse complex teaching and learning situations to develop appropriate and innovative learning solutions, including management of educational resource materials. 7. A demonstrated general knowledge and understanding of equal opportunity principles and policies and a commitment to their application in a university context.ANU Officer Grades 6 and 7 are broad banded in this stream. It is expected that at the higher levels within this broadband, occupants through experience will have developed skills and expertise enabling them to more independently perform the full range of duties at a higher level, and that more time will be spent on the more complex functions of the positions. |
| **Supervisor Signature:** |  | **Date:** |  |
| Printed Name: |  | **Uni ID:** |  |

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| **References:** |
| [General Staff Classification Descriptors](http://info.anu.edu.au/hr/Salaries_and_Conditions/Enterprise_Agreement/2010-2012/Schedule_5) |
| [Academic Minimum Standards](http://info.anu.edu.au/hr/Salaries_and_Conditions/Enterprise_Agreement/2010-2012/Schedule_4) |