Position Description

Digital Media Technologist

Design and Development: Faculty facing service teams

Division of Learning and Teaching

Classification	Level 6
Delegation band	Delegations and Authorisations Policy (see Section 3)
Special Conditions	Nil
Workplace agreement	Charles Sturt University Enterprise Agreement
Date last reviewed	October 2021

About Charles Sturt University

Purpose

The Wiradjuri phrase *yindyamarra winhanganha* means the wisdom of respectfully knowing how to live well in a world worth living in. This phrase represents who we are at Charles Sturt University – our ethos. It comes from traditional Indigenous Australian knowledge, but it also speaks to the vision of the university – to develop and spread wisdom to make the world a better place.

Vision

Charles Sturt University is set to undergo a decade of great reform that will see the university characterised by these key elements:

- An uncompromising drive towards excellence in every aspect of its operations
- A far-reaching strategic re-positioning of teaching, learning, research, and innovation
- A cementing of our position as Australia's pre-eminent rural and regional university

The overarching aim is to consolidate our institution so that it is demonstrably more resilient and sustainable by the end of the decade.

Goals

To deliver on our Purpose and Vision, the university has three key goals:

1. Maintain the university's position in the top five Australian universities for graduate outcomes based on employment and salary
2. Embed a culture of excellence across all aspects of the university's operations
3. Exponential growth in research, development, and innovation income in our chosen areas, delivering high impact outcomes for regional Australia

Our values

Charles Sturt has a proud history and is fortunate to have an outstanding group of diverse, passionate, and engaged people working with us. Our values of insightful, inclusive, impactful, and inspiring guide our behaviours and ways of working to help us achieve our ethos of creating a world worth living in.

Performance measures

In addition to the principal responsibilities senior leaders will be required to contribute to the success of the university strategy including meeting the eight key university key performance indicators:

Our Students	Commencing Progress Rate Student Experience
Our Research	Research Income Research Quality and Impact
Our People	Engagement All Injury Frequency Rate
Our Social Responsibility	Underlying Operating Result Community and Partner Sentiment

Division of Learning and Teaching

The Division of Learning and Teaching (DLT) works in partnership with Faculties, Schools and Divisions to deliver exceptional learning and teaching experiences for our staff and students. We do this through providing leadership and support in course and subject design and development, academic development and learning technologies.

The Division sits within the Academic portfolio and reports to the Provost and Deputy Vice-Chancellor (Academic). There are three main portfolios within the Division all led by a respective Sub-Dean:

Academic and Professional Development: This team offers leadership in excellence in teaching in courses and subjects ensuring quality learning experiences for all our students. It provides leadership in a range of programs that provide: Professional Learning and Development for Teaching; Academic Career Development; Reward and recognition of excellence in teaching; and Scholarship of Teaching and Learning.

Design and Development: This team provides leadership and support to the faculties in course and subject design and development. It facilitates course and subject review, design, and development; consultation on, and evaluation of curriculum, assessment and pedagogy; and the creation of high-quality digital learning resources to enhance the student learning experience.
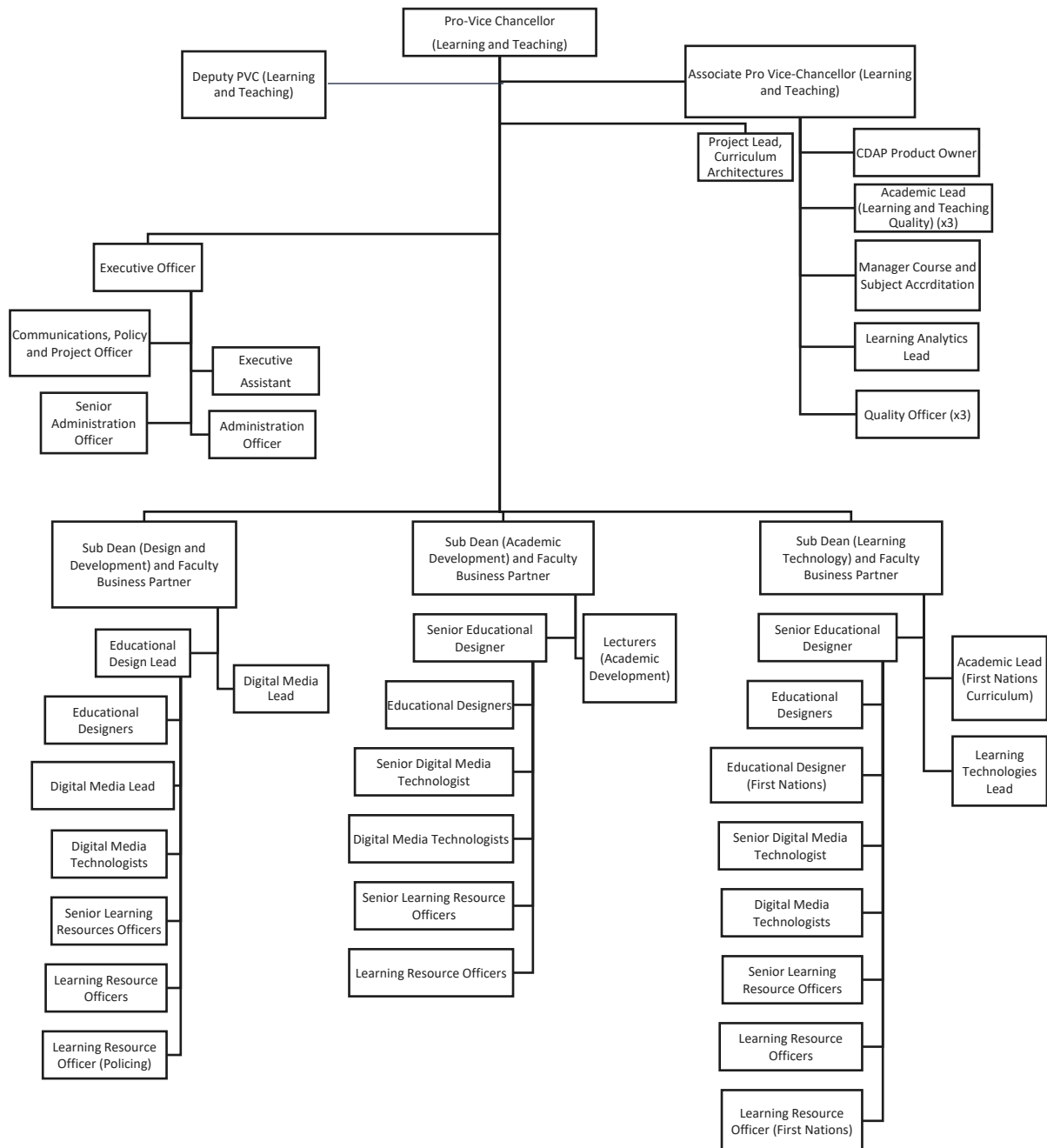
Learning Technology: This team provides leadership to the faculties on the latest learning technologies, innovations, and developments, while also delivering professional development programs and resources for professional and academic staff. It focuses on using learning technologies and learning analytics to enable high-quality design, development, and teaching.

Gulaay: Gulaay is a Wiradjuri word for 'bridge' or 'to cross over' and was given by Aunty Gloria Dindima Rogers to acknowledge the work being done across cultures. Gulaay reflects the Division's ongoing commitment to Indigenous curriculum and cultural competency. It supports Indigenous Australian content in courses and Charles Sturt Indigenous Education Strategy and oversees the Indigenous Cultural Competency Program (ICCP).

The Division has a matrix structure with academic and professional staff working across these portfolios and in three faculty-aligned service teams supported by several specialist roles. Each of the faculty service teams works in partnership with a respective faculty.

Organisational chart

Pro-Vice Chancellor (Learning and Teaching)

Deputy PVC (Learning and Teaching)

Associate Pro Vice-Chancellor (Learning and Teaching)

Project Lead, Curriculum Architectures

CDAP Product Owner

Academic Lead (Learning and Teaching Quality) (x3)

Manager Course and Subject Accrditation

Learning Analytics Lead

Quality Officer (x3)

Executive Officer

Communications, Policy and Project Officer

Executive Assistant

Senior Administration Officer

Administration Officer

Sub Dean (Design and Development) and Faculty Business Partner

Educational Design Lead

Digital Media Lead

Educational Designers

Digital Media Lead

Digital Media Technologists

Senior Learning Resources Officers

Learning Resource Officers

Learning Resource Officer (Policing)

Sub Dean (Academic Development) and Faculty Business Partner

Senior Educational Designer

Lecturers (Academic Development)

Educational Designers

Senior Digital Media Technologist

Digital Media Technologists

Senior Learning Resource Officers

Learning Resource Officers

Sub Dean (Learning Technology) and Faculty Business Partner

Senior Educational Designer

Academic Lead (First Nations Curriculum)

Educational Designers

Learning Technologies Lead

Educational Designer (First Nations)

Senior Digital Media Technologist

Digital Media Technologists

Senior Learning Resource Officers

Learning Resource Officers

Learning Resource Officer (First Nations)

Reporting relationship

This position reports to: Senior Educational Designer

This position supervises: N/A

Key working relationships

- Digital Media Lead
- Senior Digital Media Technologists
- Educational Designers
- Senior Learning Resources Officers
- Learning Resources Officers
- Academic Staff

Position overview

The Digital Media Technologist (DMT) designs and develops high quality digital learning resources, including graphics, digital media, and interactive resources. The DMT works collaboratively with Educational Designers, Learning Resources Officers and academic staff throughout the course and subject design, development, and delivery process. Digital Media Technologists incorporate innovative digital practices and techniques into courses and subjects, building technical knowledge and capacity through modelling good practice and training. DMTs are service-oriented and work within defined timelines within project management systems and processes.

Digital Media Technologists require a good understanding of current developments in digital technologies, practices and platforms and be able to draw upon this when working with teams to expand possibilities and ensure we offer students innovative, high quality digital resources that reflect our status as a major provider of online education. They will have expertise in multiple areas of digital production and be able to select appropriate solutions to enhance both the student experience and student outcomes, aligning with best practice in an online educational context. A familiarity with higher education will be highly regarded.

Principal responsibilities

- Plan, develop and produce innovative, high quality online learning resources in line with digital media processes within tight timeframes, including:
    - o   digital audio and video,
    - o   graphics and animation,
    - o   text formatted using HTML and CSS; and
    - o   interactive and adaptive learning resources.

- Participate as an active team member in assigned digital media projects, providing technical advice and skills, promoting innovative solutions. Including setting priorities and objectives, tracking progress and evaluating outcomes.
- Apply quality, copyright and accessibility standards, brand guidelines and associated templates within the team's digital learning resource production processes. Engage in professional continuous improvement to ensure the currency of practice.
- Provide advice and support to academic and professional staff relating to digital learning resource production.

- Contribute to effective team communication and documentation for digital media production, evaluation, review, and archiving.
- In collaboration with Senior Digital Media Technologists and the Digital Media Lead, contribute to the planning and delivery of professional development programs relating to digital learning resource design and development.
- Engage with relevant University policies and priorities to improve the student experience of learning resources, learning technologies and online learning environments.
- Other duties appropriate to the classification as required.

Role-specific capabilities

Focus on service	Strive to meet needs and exceed expectations of our students, communities and colleagues (performance focus, quality outcomes, student welfare, equity and conduct).
Innovative	With creativity at our core, be open to new ideas and seek to find better ways.
Live our values	Uphold the Charles Sturt University values daily in our own behaviours and interactions with others.
Apply expertise and technology	Apply, develop and share specialist and detailed technical expertise, understanding other organisational disciplines.
Plan and organise	Set objectives, plan, establish contingencies, manage time, resources and people, monitor progress.

Physical capabilities

The incumbent may be required to perform the following.

- Work in other environments beyond your base campus, such as other campuses.
- On occasion drive a university vehicle distances up to 500km per day within the terms of the university's Driver Safety Guidelines
- Perform in an accurate and timely manner push/pull, reaching, grasping, fine manipulation tasks, including lifting items up to 10kg.
- Working on screens for extended periods.

Selection criteria

Applicants are expected to address the selection criteria when applying for this position.

Essential

A. A relevant degree, normally with two or more years' subsequent relevant experience to consolidate the theories and principles learned; or extensive experience (e.g. an Associate Diploma, normally with at least four years' subsequent relevant experience), leading to either the development of specialist expertise or to the development of broad knowledge, in technical or administrative fields; or an equivalent level of knowledge gained through any other combination of education, training, and/or experience.

B. Demonstrated experience and expertise in the production of high quality digital and online media resources, as evidenced through a portfolio of work, with creative skills in several of the following areas: digital, audio and video production, graphic design and visual communication, web and mobile content development, simulations, animations, games and interactive media, virtual and augmented reality, and deployment to a learning management system.

C. Demonstrated commitment to personal professional development, with the ability to maintain currency of technologies and practices and apply new techniques.

D. Demonstrated ability to work collaboratively as a member of a project team and individually to meet team and project goals and high-level communication, organisation and interpersonal skills, with a strong client focus.

E. Experience in training small teams in relation to digital media production in an educational setting.

New South Wales

Brisbane
Study Centre

Dubbo

Port Macquarie

Orange

Bathurst

Goulburn
NSW Police Academy

Sydney
Study Centre
Parramatta

Wagga Wagga

Canberra

Albury–Wodonga

Wangaratta
Regional University Study Centre

Victoria

Melbourne
Study Centre