



EDUCATIONAL DESIGNER

DEPARTMENT/UNIT	Faculty Office
FACULTY/DIVISION	Faculty of Engineering
CLASSIFICATION	HEW Level 8
WORK LOCATION	Clayton campus

ORGANISATIONAL CONTEXT

There's a certain feeling you get from working at Monash University. It's the feeling that you're a part of something special. Something significant. So if you're looking for the next chapter in your career, it's here. You'll be given the opportunity to challenge yourself, build on your skills, and make a significant contribution to a workplace that's filled with energetic and inspiring people. Talent thrives here – and so do truly satisfying careers. Discover more at www.monash.edu

The **Faculty of Engineering** is one of the largest in Australia, renowned worldwide for the quality and calibre of our teaching, research and graduates. We offer a comprehensive range of undergraduate, graduate, postgraduate and higher degree by research programs in a wide range of engineering disciplines. Our research activities provide a platform for establishing a thriving educational enterprise and our staff are committed to creating a dynamic learning environment. The research activities range from fundamental studies to research with a strong applications orientation. To learn more about the Faculty of Engineering, please visit our [website](#).

POSITION PURPOSE

The Educational Designer is a critical position in the Faculty supporting a culture of continuous improvement in education. This Educational Designer works within a broader team of educational design professionals to provide educational innovation, support and advice to academic and professional staff across the Faculty. The primary responsibility of this role is to support our academic staff with: curriculum design and review, developing new courses and units, and professional accreditation activities. More broadly, the Educational Designer will work to effect a smooth transition to new educational approaches and effective use of learning spaces. The incumbent will play a crucial role in providing learner focused and integrated educational design and educational technology support.

Reporting Line: The position reports to the Education Manager, under broad direction working with a degree of autonomy.

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Lead the design, development, implementation and evaluation of new educational design projects and initiatives related to curriculum design and review, unit enhancement, educational technologies and learning spaces across the Faculty
2. Develop an in-depth shared understanding of educational and technology issues affecting higher education teaching in STEM disciplines
3. Develop a comprehensive training program that will engage staff in relation to innovative teaching approaches with a focus on curriculum design, blended/flipped/online learning, feedback, assessment, and active learning approaches
4. Provide expert consultative support and educational advice and guidance to academic and professional staff on the appropriate use of learning methodologies and technologies to enhance and transform the learning and teaching experience
5. Guide academic staff through change processes as the Faculty implements leading practice teaching and learning approaches through effective project and change management, with appropriate stakeholder consultation
6. Build and cultivate collaborative partnerships between the departments of Engineering (including the Monash Malaysia School of Engineering), other faculties and the Educational Innovation Community of Practice to develop best practice educational design solutions
7. Contribute to the educational community of practice in the Faculty and the broader Engineering Education community, enabling the positive transformation of the culture of teaching and learning through attending networking events and conferences, and promoting active discussion among members
8. Provide guidance and consultative advice to staff who are new to teaching in order to effectively plan, deliver and iteratively improve their teaching through effective academic induction in collaboration with their departments, enabling staff to link their teaching to their discipline research
9. Contribute to strategic planning, particularly with regard to technology platforms, learning spaces, and new teaching initiatives by acting as an advocate for pedagogical insight into design, configuration and implementation of the teaching and learning components
10. Keep abreast of emerging trends in educational design and technologies and gain an understanding or proficiency in the use of these new technologies as appropriate
11. Gather formal and informal feedback from faculty academics, professional and technical staff, and other key stakeholders as required. Explore and develop standards, templates and exemplar practices for educational approaches

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - A postgraduate qualification or progress toward a postgraduate qualification with extensive experience and expertise in areas relevant to the position; or
 - an equivalent combination of relevant knowledge, training and/or experience

Knowledge and Skills

2. Extensive experience in designing learning resources using blended, flipped or online approaches to support active learning

3. Educational design experience including curriculum design, constructive alignment of learning outcomes and assessment, development of effective assessment approaches for learning and demonstration, and approaches to active learning in contemporary learning spaces
4. Experience in delivering effective and engaging training for staff on innovative teaching approaches
5. Familiarity with the technical and pedagogical aspects of established and developing educational platforms and technology including Moodle or other learning management systems
6. High-level communication, influencing and interpersonal skills, including a proven ability to work as part of a team and independently
7. Proven ability to manage significant change, including effective stakeholder engagement, in a complex environment
8. Previous experience as an educator including experience of classroom instruction, the incorporation of educational pedagogies and innovations into instruction, unit/course management and administration
9. Previous experience in a tertiary education institution and an understanding of the issues regarding the academic, research, administrative and social aspects of a university
10. Demonstrated strong interest and experience in one or more of the following: Engineering practice, Engineering education practice or research, STEM education practice or research; or, transferable skills from another field such as language and learning, critical thinking, research methods, sustainability, diversity and inclusion or Design practice that can be applied to an Engineering context

OTHER JOB RELATED INFORMATION

- Travel to other Victorian campuses and international campuses of Monash University is required
- Overtime may be required from time to time
- A current satisfactory Working With Children Check is required

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.