



## Position Description

<b>College/Division:</b>	College of Engineering and Computer Science
<b>Department/Unit:</b>	School of Engineering
<b>Position Title:</b>	Educational Lab Developer
<b>Classification:</b>	ANU Officer 7 (Technical)
<b>Position No:</b>	TBC
<b>Responsible to:</b>	Associate Director (Education)

### PURPOSE STATEMENT:

The ANU College of Engineering and Computer Science is an interdisciplinary venture, with the aim of housing the very best and brightest from around the world to find and solve problems—not just engineers or computer scientists, but also the brightest minds both from industry and other academic disciplines, with varied backgrounds and areas of expertise. We will reimagine the traditional engineering and computing disciplines. We believe the responsibility of engineering and computing in the 21st century is to bring together expertise on people, technological systems, and science to put technology at the service of creating a more sustainable, responsible and safe world.

The School of Engineering is a new organisation, springing from foundations in systems, information, and renewable energy engineering at the ANU. It is a leading centre for research in renewable energy and related technologies, systems, control, and signal processing. Coupled with focussed growth in aerospace and environmental systems, there is a critical need to design, drive and sustain a fundamental program of strategic multi-disciplinary activities that will launch the new school. This is an opportunity to establish an innovative and forward-looking intellectual agenda, built on a diverse, inclusive culture.

The School of Engineering will initially have four broad focus areas, or activity clusters: Aerospace Engineering, Electrical Engineering, Environmental Engineering, and Mechatronics Engineering. The Transformative Education Experiences portfolio within the School of Engineering exists to promote, support and foster better outcomes for our staff and student community both within and outside the School of Engineering. Services delivered by the Transformative Education Experience portfolio enable better collective outcomes and contribute to the overarching (College-wide) strategy objectives.

### POSITION DIMENSION & RELATIONSHIPS:

The Educational Lab Developer, within the Transformative Education Experiences portfolio, liaises with all areas in the College and informally with a network of similar professionals across the University. The Educational Lab Developer, under the direction of the Associate Director (Education), works closely with the academic and technical staff within the School to translate and design concepts and activities to enhance the educational experiences of our students. The team as a whole provides dedicated support to meet the overall educational goals of the School and broader College.

### Role Statement:

Under broad direction, the Educational Lab Developer will:

1. Proactively consult with the academic community within the School and College with the view to provide creative and innovative concepts and solutions to questions around education. This involves consulting with

the technical services team to determine how these concepts may be implemented and overseeing the projects as they arise through to completion.

2. Acting as a project lead, organise and administer relevant activities, meetings and project tasks in support of educational development initiatives and new or revised courses, in consultation with team members, technical services and academic staff.
3. Organise and lead reviews on experimental new concepts, determining metrics for success and advising the Associate Director (Education) on results with a view to continuous service improvement.
4. 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 educational technologies.
5. Provide expert support with engineering educational technology, administration and training at School level, as required.
6. Maintain a working knowledge of the academic and technical function within the School and broader College to provide a translational service between the academic and technical community.
7. Provide support and assistance to School staff in rethinking teaching practice and in the design, use and implementation of innovative teaching and learning approaches, technologies and software.
8. Take responsibility for your own and others health and safety in the workplace and undertake WHS roles as required in the work area.
9. Other duties as consistent with the classification of this position.

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure which sets out the types of checks required by each type of position.

## **SELECTION CRITERIA:**

1. A degree in a relevant field or an equivalent combination of extensive relevant experience (minimum 4 years), having technical skills and an interest in engineering education and courseware.
2. Demonstrated experience working in an engineering laboratory environment, preferably in an educational context, across any of the four activity clusters: Aerospace, Electrical, Environmental, or Mechatronics Engineering.
3. Demonstrated initiative, the ability to think strategically and the ability to work as part of a small, client-focused team and organise competing work priorities.
4. Demonstrated ability to communicate academic concepts to a diverse range of stakeholders with the view to create a shared vision and understanding.
5. Demonstrated high level of oral and written communication, facilitation and interpersonal skills. Regard for academic values and ability to work with academics and students in a collegial environment.
6. Demonstrated ability to respond to inquiries, identify problems, provide advice or support and initiate follow-up action in a client-service role.
7. Demonstrated ability to develop and manage educational resource materials, collect and collate data, prepare reports and documentation using a range of technologies.
8. A demonstrated general knowledge and understanding of equal opportunity principles and policies and a commitment to their application in a university context.

*ANU Officer Levels 6 and 7 are broad banded in this stream. It is expected that at the higher levels within the 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 position.

**References:** [Professional Staff Classification Descriptors](#)



Australian  
National  
University

## Pre-Employment Work Environment Report

### Position Details

College/Div/Centre		Dept/School/Section	
Position Title		Classification	
Position No.		Reference No.	

In accordance with the Occupational Health and Safety Act 1991 the University has a duty of care to provide a safe workplace for all staff.

- This form must be completed by the supervisor of the advertised position and forwarded with the job requisition to Appointments and Promotions 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 [http://info.anu.edu.au/hr/OHS/Health\\_Surveillance\\_Program/index.asp](http://info.anu.edu.au/hr/OHS/Health_Surveillance_Program/index.asp)  
Enrolment on relevant OHS training courses should also be arranged – see [http://info.anu.edu.au/hr/Training\\_and\\_Development/OHS\\_Training/index.asp](http://info.anu.edu.au/hr/Training_and_Development/OHS_Training/index.asp)
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see 'Employment Medical Procedures' at [http://info.anu.edu.au/Policies/\\_DHR/Procedures/Employment\\_Medical\\_Procedures.asp](http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp)

### Potential Hazards

<ul style="list-style-type: none"> <li>Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a <b>regular</b> or <b>occasional</b> part of the duties.</li> </ul>			
<b>TASK</b>	<b>regular</b>	<b>occasional</b>	
key boarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
lifting, manual handling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
repetitive manual tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
catering / food preparation	<input type="checkbox"/>	<input type="checkbox"/>	
fieldwork & travel	<input type="checkbox"/>	<input type="checkbox"/>	
driving a vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>NON-IONIZING RADIATION</b>			
solar	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
ultraviolet	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
infra red	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
laser	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>	
<b>CHEMICALS</b>			
hazardous substances	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
allergens	<input type="checkbox"/>	<input type="checkbox"/>	
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	
mutagens/teratogens/	<input type="checkbox"/>	<input type="checkbox"/>	
carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	
<b>TASK</b>	<b>regular</b>	<b>occasional</b>	
laboratory work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
work at heights	<input type="checkbox"/>	<input type="checkbox"/>	
work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>	
noise / vibration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
electricity	<input type="checkbox"/>	<input type="checkbox"/>	
<b>IONIZING RADIATION</b>			
gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>	
beta particles	<input type="checkbox"/>	<input type="checkbox"/>	
nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>	
<b>BIOLOGICAL MATERIALS</b>			
microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>	
potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>	
laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>	
clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>	
genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>	
immunisations	<input type="checkbox"/>	<input type="checkbox"/>	
<b>OTHER POTENTIAL HAZARDS (please specify):</b>			

Supervisor's Signature:		Print Name:		Date:	
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## Position Description

<b>College/Division:</b>	College of Engineering and Computer Science
<b>Department/Unit:</b>	School of Engineering
<b>Position Title:</b>	Educational Lab Developer
<b>Classification:</b>	Academic Level A
<b>Position No:</b>	TBC
<b>Responsible to:</b>	Associate Director (Education)

### PURPOSE STATEMENT:

The ANU College of Engineering and Computer Science is an interdisciplinary venture, with the aim of housing the very best and brightest from around the world to find and solve problems—not just engineers or computer scientists, but also the brightest minds both from industry and other academic disciplines, with varied backgrounds and areas of expertise. We will reimagine the traditional engineering and computing disciplines. We believe the responsibility of engineering and computing in the 21st century is to bring together expertise on people, technological systems, and science to put technology at the service of creating a more sustainable, responsible and safe world.

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The School of Engineering will initially have four broad focus areas, or activity clusters: Aerospace Engineering, Electrical Engineering, Environmental Engineering, and Mechatronics Engineering. The Transformative Education Experiences portfolio within the School of Engineering exists to promote, support and foster better outcomes for our staff and student community both within and outside the School of Engineering. Services delivered by the Transformative Education Experience portfolio enable better collective outcomes and contribute to the overarching (College-wide) strategy objectives.

### POSITION DIMENSION & RELATIONSHIPS:

The Educational Lab Developer, within the Transformative Education Experiences portfolio, liaises with all areas in the College and informally with a network of similar professionals across the University. The Educational Lab Developer, under the direction of the Associate Director (Education), works closely with the academic and technical staff within the School to translate and design concepts and activities to enhance the educational experiences of our students. The team as a whole provides dedicated support to meet the overall educational goals of the School and broader College.

### Role Statement:

Under broad direction, the Educational Lab Developer will:

1. Proactively consult with the academic community within the School and College with the view to provide creative and innovative concepts and solutions to questions around education. This involves consulting with

the technical services team to determine how these concepts may be implemented and overseeing the projects as they arise through to completion.

2. Acting as a project lead, organise and administer relevant activities, meetings and project tasks in support of educational development initiatives and new or revised courses, in consultation with team members, technical services and academic staff.
3. Organise and lead reviews on experimental new concepts, determining metrics for success and advising the Associate Director (Education) on results with a view to continuous service improvement.
4. 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 educational technologies.
5. Provide expert support with engineering educational technology, administration and training at School level, as required.
6. Maintain a working knowledge of the academic and technical function within the School and broader College to provide a translational service between the academic and technical community.
7. Provide support and assistance to School staff in rethinking teaching practice and in the design, use and implementation of innovative teaching and learning approaches, technologies and software.
8. Contribute 15% of your time to research aligned with the School's research clusters of Aerospace Engineering, Electrical Engineering, Environmental Engineering, and Mechatronics Engineering.
9. Take responsibility for your own and others health and safety in the workplace and undertake WHS roles as required in the work area.
10. Other duties as consistent with the classification of this position.

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure which sets out the types of checks required by each type of position.

## **SELECTION CRITERIA:**

1. A Bachelors or Masters degree in a relevant field with technical skills and an interest in engineering education and courseware.
2. Demonstrated experience working in an engineering laboratory environment, preferably in an educational context, across any of the four activity clusters: Aerospace, Electrical, Environmental, or Mechatronics Engineering.
3. Demonstrated initiative, the ability to think strategically and the ability to work as part of a small, client-focused team and organise competing work priorities.
4. Demonstrated ability to communicate academic concepts to a diverse range of stakeholders with the view to create a shared vision and understanding.
5. Demonstrated high level of oral and written communication, facilitation and interpersonal skills. Regard for academic values and ability to work with academics and students in a collegial environment.
6. Demonstrated ability to respond to inquiries, identify problems, provide advice or support and initiate follow-up action in a client-service role.
7. Demonstrated ability to develop and manage educational resource materials, collect and collate data, prepare reports and documentation using a range of technologies.
8. A demonstrated general knowledge and understanding of equal opportunity principles and policies and a commitment to their application in a university context.

<b>References:</b> Academic Minimum Standards

 <div> <div>Australian National University</div> <div><i>Pre-Employment Work Environment Report</i></div> </div>
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**Position Details**

<b>College/Div/Centre</b>		<b>Dept/School/Section</b>	
<b>Position Title</b>		<b>Classification</b>	
<b>Position No.</b>		<b>Reference No.</b>	

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**Potential Hazards**

<ul style="list-style-type: none"> <li>• Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a <b>regular</b> or <b>occasional</b> part of the duties.</li> </ul>			
<b>TASK</b>	<b>regular</b>	<b>occasional</b>	
key boarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
lifting, manual handling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
repetitive manual tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
catering / food preparation	<input type="checkbox"/>	<input type="checkbox"/>	
fieldwork & travel	<input type="checkbox"/>	<input type="checkbox"/>	
driving a vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>NON-IONIZING RADIATION</b>			
solar	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
ultraviolet	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
infra red	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
laser	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>	
<b>CHEMICALS</b>			
hazardous substances	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
allergens	<input type="checkbox"/>	<input type="checkbox"/>	
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	
<b>TASK</b>	<b>regular</b>	<b>occasional</b>	
laboratory work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
work at heights	<input type="checkbox"/>	<input type="checkbox"/>	
work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>	
noise / vibration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
electricity	<input type="checkbox"/>	<input type="checkbox"/>	
<b>IONIZING RADIATION</b>			
gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>	
beta particles	<input type="checkbox"/>	<input type="checkbox"/>	
nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>	
<b>BIOLOGICAL MATERIALS</b>			
microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>	
potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>	
laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>	
clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>	
genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>	
immunisations	<input type="checkbox"/>	<input type="checkbox"/>	
<b>OTHER POTENTIAL HAZARDS (please specify):</b>			

<b>Supervisor's Signature:</b>		<b>Print Name:</b>		<b>Date:</b>	
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## Position Description

<b>College/Division:</b>	College of Engineering and Computer Science
<b>Department/Unit:</b>	School of Engineering
<b>Position Title:</b>	Educational Lab Developer
<b>Classification:</b>	Academic Level B
<b>Position No:</b>	TBC
<b>Responsible to:</b>	Associate Director (Education)

### PURPOSE STATEMENT:

The ANU College of Engineering and Computer Science is an interdisciplinary venture, with the aim of housing the very best and brightest from around the world to find and solve problems—not just engineers or computer scientists, but also the brightest minds both from industry and other academic disciplines, with varied backgrounds and areas of expertise. We will reimagine the traditional engineering and computing disciplines. We believe the responsibility of engineering and computing in the 21st century is to bring together expertise on people, technological systems, and science to put technology at the service of creating a more sustainable, responsible and safe world.

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9. Take responsibility for your own and others health and safety in the workplace and undertake WHS roles as required in the work area.
10. Other duties as consistent with the classification of this position.

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## **SELECTION CRITERIA:**

1. A PhD (or awarding of a PhD within six months of appointment commencement) in a relevant field with technical skills and an interest in engineering education and courseware.
2. Demonstrated experience working in an engineering laboratory environment, preferably in an educational context, across any of the four activity clusters: Aerospace, Electrical, Environmental, or Mechatronics Engineering.
3. Demonstrated initiative, the ability to think strategically and the ability to work as part of a small, client-focused team and organise competing work priorities.
4. Demonstrated ability to communicate academic concepts to a diverse range of stakeholders with the view to create a shared vision and understanding.
5. Demonstrated high level of oral and written communication, facilitation and interpersonal skills. Regard for academic values and ability to work with academics and students in a collegial environment.
6. Demonstrated ability to respond to inquiries, identify problems, provide advice or support and initiate follow-up action in a client-service role.
7. Demonstrated ability to develop and manage educational resource materials, collect and collate data, prepare reports and documentation using a range of technologies.
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**Position Details**

<b>College/Div/Centre</b>		<b>Dept/School/Section</b>	
<b>Position Title</b>		<b>Classification</b>	
<b>Position No.</b>		<b>Reference No.</b>	

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**Potential Hazards**

<ul style="list-style-type: none"> <li>• Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a <b>regular</b> or <b>occasional</b> part of the duties.</li> </ul>			
<b>TASK</b>	<b>regular</b>	<b>occasional</b>	
key boarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
lifting, manual handling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
repetitive manual tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
catering / food preparation	<input type="checkbox"/>	<input type="checkbox"/>	
fieldwork & travel	<input type="checkbox"/>	<input type="checkbox"/>	
driving a vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>NON-IONIZING RADIATION</b>			
solar	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
ultraviolet	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
infra red	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
laser	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>	
<b>CHEMICALS</b>			
hazardous substances	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
allergens	<input type="checkbox"/>	<input type="checkbox"/>	
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	
<b>TASK</b>	<b>regular</b>	<b>occasional</b>	
laboratory work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
work at heights	<input type="checkbox"/>	<input type="checkbox"/>	
work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>	
noise / vibration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
electricity	<input type="checkbox"/>	<input type="checkbox"/>	
<b>IONIZING RADIATION</b>			
gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>	
beta particles	<input type="checkbox"/>	<input type="checkbox"/>	
nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>	
<b>BIOLOGICAL MATERIALS</b>			
microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>	
potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>	
laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>	
clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>	
genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>	
immunisations	<input type="checkbox"/>	<input type="checkbox"/>	
<b>OTHER POTENTIAL HAZARDS (please specify):</b>			

<b>Supervisor's Signature:</b>		<b>Print Name:</b>		<b>Date:</b>	
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