



Charles Sturt  
University

## Position Description



## Educational Designer

### Design and Development Team

### Division of Learning and Teaching

Classification	Level 7
Delegation Band	Delegations and Authorisations Policy (see Section 3)
Hours per Week	35
Nature of Employment	Fixed term
Workplace Agreement	Charles Sturt University Enterprise Agreement
Date Last Reviewed	January 2020

### Division of Learning and Teaching

The Division of Learning and Teaching (DLT) plays a critical role in the achievement of the University Strategy, particularly the focus area of Our Students: Successful Graduates. It is a centralised enabling unit, which works across functional boundaries to deliver support, quality, and innovation services relating to learning and teaching for Faculty staff. It does this through deep partnership and collaboration with the Faculties and other Divisions to operationalise the strategic activities that underpin the delivery of high-quality student learning experiences and successful outcomes.

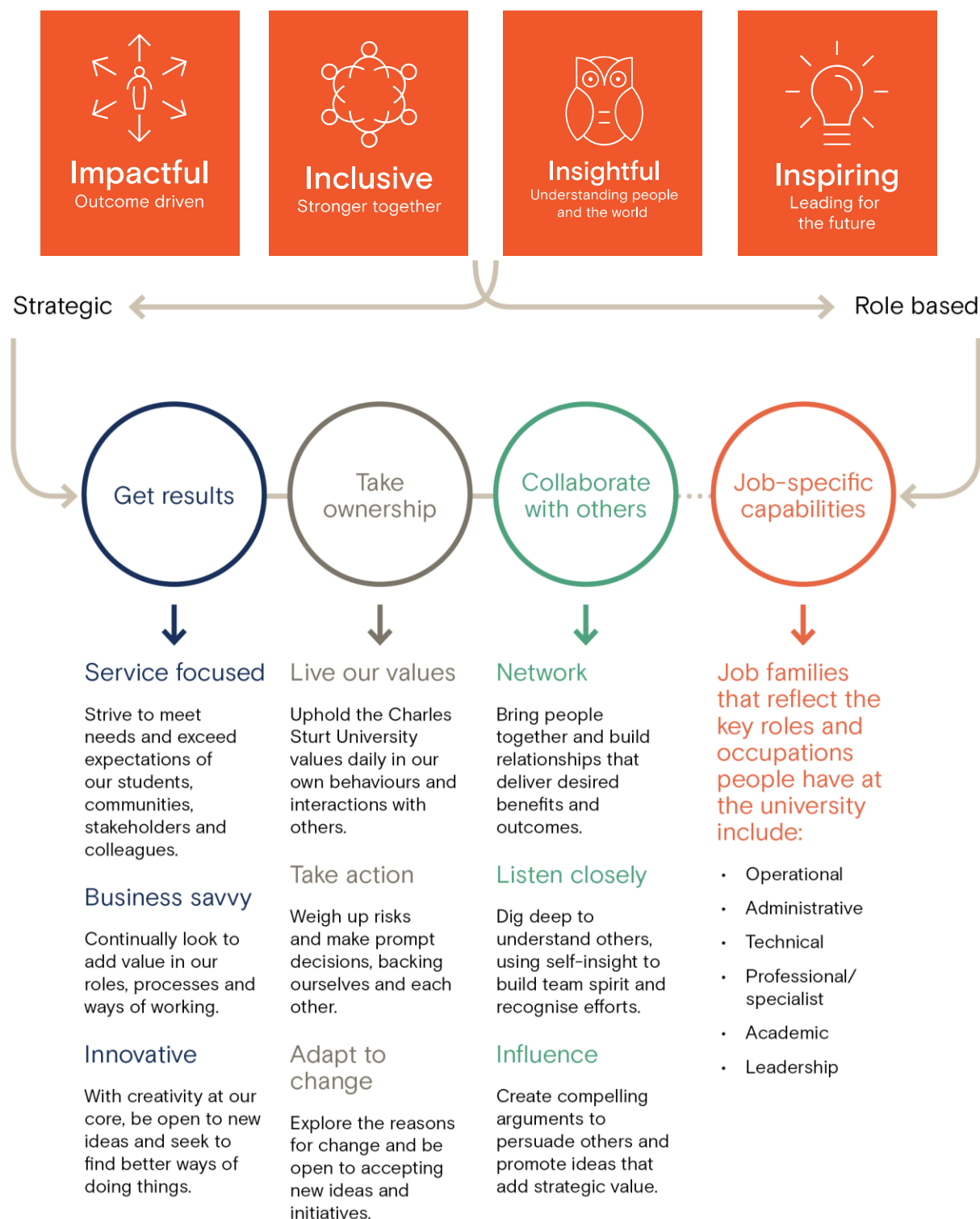
The Division of Learning and Teaching includes design and development providing subject and course design, development and delivery services; academic development supporting academic staff induction, professional learning and career development relating to teaching; learning technology and delivery; strategic online learning and teaching projects.

The Division is structured with three Faculty-facing service teams, a strategic online learning and teaching team and an administration team supporting the work of staff across the Division. The Faculty facing service teams' services include learning design support through the course review and design process, learning resource development as part of subject development processes, learning analytic support in evaluating and refining courses and subjects and in responsive teaching, and learning technology professional development and support to assist with high-quality subject delivery. The Strategic Online Learning and Teaching team designs and develops priority subjects identified in the University strategy using an agile methodology. Educational Designers sit within the Design and Development team within a Faculty aligned service team or the Strategic Online Learning and Teaching team.

The Division of Learning and Teaching provides Charles Sturt with inspiration, scholarship, best practice modelling, resource support and professional development in online and face-to-face learning.

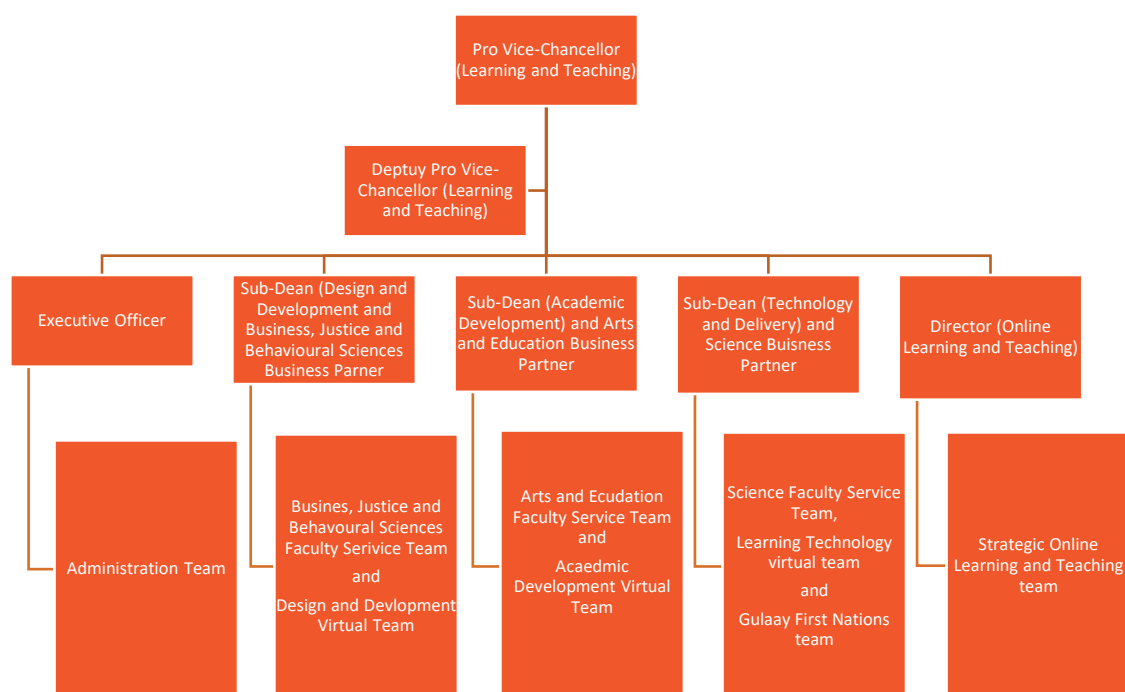


## Our University Values





## Organisational Chart



## Reporting relationship

**This position reports to:** Educational Design Lead/ Senior Educational Designer

**This position supervises:** N/A

## Key working relationships

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



## Position overview

Educational Designers support academic staff in the design of courses for both online and face to face environments and that are aligned to Charles Sturt graduate attributes and discipline curriculum and accreditation standards. They provide guidance, support and advice in the design of learning activities, learning resources and assessment aligned to subject learning outcomes. Educational Designers work collaboratively with academic staff, Digital Media Technologists and Learning Resources Officers throughout the course and subject design, development and delivery process. They also contribute to professional development activities and resources and the mentoring of other staff within their areas of specialisation. Educational Designers are service-oriented and work within defined timelines under the umbrella of project management systems and processes.

## Principal responsibilities

- Provide collaborative leadership by:
  - applying expertise in curriculum design and renewal, assessment design, online and blended pedagogy and learning technologies to course and subject design, quality assurance and academic professional development;
  - managing learning product development, including coordinating contributions from media and other specialists, maintaining effective liaison with stakeholders and subject matter experts, and managing delivery timelines;
  - supporting and mentoring Design and Development staff;
  - facilitating course and subject design meetings, drawing on contemporary engagement techniques to support the collaborative design of learning experiences and products;
  - developing and maintaining effective team communication and documentation for subject design, project management, evaluation and review, drawing on contemporary project management methodologies; and
  - designing and delivering professional development programs for other staff.
- Collaborate with academic staff, design and media teams in designing and developing a range of innovative and high quality learning experiences and products, underpinned by the Charles Sturt course design and review process, other Charles Sturt and Faculty standards and models, pedagogical design principles and learning analytics data, within tight timeframes.
- Collaborate with academic staff in refining course and subject designs, including alignment of learning outcomes, learning activities, learning resources and assessments, to help ensure learners successfully meet outcomes.
- Support the professional development of academic staff through workshops and the development of sustainable high-quality professional development resources.
- Provide planning support to Faculty and School learning and teaching leaders and academic staff with respect to subject improvements, learning materials development, quality assurance and risk management.
- Other duties appropriate to the classification as required.



## Physical capabilities

The incumbent may be required to perform the following.

- Work in other environments beyond the division, such as other campuses, as well as possible car and air travel and work with a diverse range of staff, students and community members.
- On occasion drive a university vehicle distances up to 500km per day within the terms of the university's [Driving Hours Guidelines and Policy](#).
- Perform in an accurate and timely manner push/pull, reaching, grasping, fine manipulation tasks, including lifting items up to 10kg.



## Selection criteria

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

### Essential

- A. A degree, normally with at least 4 years' subsequent relevant experience to consolidate and extend the theories and principles learned; or extensive experience and management and/or specialist expertise; or an equivalent level of knowledge gained through any other combination of education, training and/or experience.
- B. Experience in collaborative approaches to learning design and development, meeting fixed deadlines, drawing on sound pedagogical design principles and integrating learning technologies.
- C. An ability to lead educational design projects involving a variety of stakeholders, including the ability to balance project cost, time and scope, analyse and solve educational design problems, and mentor staff.
- D. Well-developed interpersonal skills, including the ability to liaise and negotiate with a range of people and reconcile different views to achieve agreed outcomes, along with excellent written communication skills.
- E. Experience in working in an educational environment using project management, progress recording and reporting processes.



