

Position Description

Educational Designer

Position Number: 00044276
Position Title: Educational Designer
Date Written: November 2019

Faculty / Division: UNSW Law
School / Unit: Education Support Team
Position Level: 8

ORGANISATIONAL ENVIRONMENT

UNSW is currently implementing a ten-year strategy to 2025 and our ambition for the next decade is nothing less than to establish UNSW as Australia's global university. We aspire to this in the belief that a great university, which is a global leader in discovery, innovation, impact, education and thought leadership, can make an enormous difference to the lives of people in Australia and around the world.

Following extensive consultation in 2015, we identified three strategic priority areas. Firstly, a drive for academic excellence in research and education. Universities are often classified as 'research intensive' or 'teaching intensive'. UNSW is proud to be an exemplar of both. We are amongst a limited group of universities worldwide capable of delivering research excellence alongside the highest quality education on a large scale. Secondly, a passion for social engagement, which improves lives through advancing equality, diversity, open debate and economic progress. Thirdly, a commitment to achieving global impact through sharing our capability in research and education in the highest quality partnerships with institutions in both developed and emerging societies. We regard the interplay of academic excellence, social engagement and global impact as the hallmarks of a great forward-looking 21st century university.

To achieve this ambition, we are attracting the very best academic and professional staff to play leadership roles in our organisation.

VALUES IN ACTION: OUR UNSW BEHAVIOURS

UNSW recognises the role of employees in driving a high-performance culture. The behavioural expectations for UNSW are below.



Delivers high performance and demonstrates service excellence.



Thinks creatively and develops new ways of working. Initiates and embraces change.



Works effectively within and across teams. Builds relationships with internal and external stakeholders to deliver on outcomes.



Values individual differences and contributions of all people and promotes inclusion.



Treats others with dignity and empathy. Communicates with integrity and openness.

OVERVIEW OF RELEVANT AREA AND POSITION SUMMARY

Ranked 14th in the world, UNSW Law is Australia's leader in progressive and rigorous legal education and research. Inspired by principles of justice, UNSW Law promotes a holistic understanding of law and its role in society through its teaching, research and community outreach activities.

UNSW Law includes more than 100 academics, many of whom are leaders in their areas of research interest. Our research is organised around a range of centres and disciplinary clusters. The Faculty's research ranges from traditional doctrinal study to interdisciplinary, empirical and theoretical work. A common theme is the engagement with law outside the University, through policy and law reform and collaboration with practitioners of all kinds. UNSW Law is supported by 60 professional and technical staff who provide management and support in teaching, research, finance and student administration.

The Educational Designer is embedded in the UNSW Law Learning and Teaching team and plays a leadership role in the ongoing delivery of technology-enabled teaching and a strategic move to embed blended learning systematically across programs in UNSW Law.

The Educational Designer reports directly to the Education Support Manager and works closely with the Associate Dean (Education).

RESPONSIBILITIES

- Work with the Associate Dean (Education) to deliver the University's Scientia Educational Experience as outlined in the UNSW Strategy
- Work with the Associate Dean (Education) and the Education Support Manager in the development and implementation of comprehensive e-learning policies and processes to provide UNSW Law with efficient access to, and understanding of, the University's Learning Management Systems
- Design and develop e-learning resources for use in a range of courses and programs in conjunction with the Associate Dean (Education), the Director of Learning and Teaching, Head of School and Education Support Manager
- Design, evaluate and provide training and tools for staff in the use of educational technologies and applications that support online learning and teaching at UNSW in conjunction with the Associate Dean (Education)
- Provide expert, customer-focussed advice on e-learning policies and procedures as well as design, develop and review policy, protocols, procedures and support related to learning, leadership and curricula in both face-to-face and virtual learning environments
- Manage the administration of the online aspects of courses within the Law School (both blended and on-line), including the provision of quality assurance and ongoing support and maintenance
- Advise the Associate Dean (Education) and the Faculty Executive Director on priorities and expenditure in e-learning and related developments, providing detailed and accurate cost projections
- Manage the production of all electronic content relating to learning and teaching and contribute to curriculum review processes, including the development and use of electronic tools in curriculum mapping
- Develop strategies to introduce e-learning into courses and curricula, and to implement innovative online learning and teaching initiatives to enhance the student learning experience
- Provide leadership, support and guidance to staff within the team
- Manage projects related to e-learning in collaboration with key stakeholders in the UNSW Learning & Teaching Unit

- Keep abreast of e-learning developments and provide ongoing specialist advice on the use of electronic learning, teaching tools and electronic media in course development
- Conduct ongoing research into the enhancement of current online learning and new media teaching and learning materials, report on findings and document for further review and design a system of constant analysis with the aim of being able to modify, improve and propose implementation strategies
- Ensure hazards and risks are identified and controlled for tasks, projects and activities that pose a health and safety risk within your area of responsibility

SELECTION CRITERIA

- Relevant qualifications and extensive experience working in an academic learning and teaching environment, or in the development of learning and teaching, or an equivalent level of knowledge, skills and experience gained through a combination of qualifications and work experience
- Demonstrated high level strategic and technical support to critically evaluate new and emerging e-learning technologies, and identify avenues to innovation and improvement in current practices
- Demonstrated experience in designing and developing e-learning content and blended learning solutions for training material and web-based resources
- Demonstrated capacity for effective project and resource management (staff and facilities) and experience in leading e-learning projects and initiatives
- Demonstrated experience in the use and integration of educational technologies and media in curriculum design and digital content/resources (such as Smart Sparrow), including web-based learning management systems
- Demonstrated ability to exercise initiative and autonomy in interacting with and critically evaluating new and emerging e-learning technologies
- High-level problem-solving skills and an ability to be adaptive and innovative in developing and pursuing administrative and educational technological solutions
- Excellent interpersonal and communication skills with the ability to build and maintain effective working relationships with staff, students and external stakeholders at all levels, and the ability to effectively explain complex technical concepts to people from non-IT backgrounds
- Demonstrated people management skills, with the ability to develop learning management systems and train others in the use of new media as well as lead and motivate a small team
- Ability and capacity to implement required UNSW health and safety policies and procedures

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.