

Position Description

Advisor, Learning and Teaching Development

Position No:	NEW
Business Unit:	Deputy Vice-Chancellor (Academic)
Division:	Pro Vice-Chancellor Learning and Teaching
Department:	Educational Services
Classification Level:	HEO8
Employment Type:	Full-Time, Ongoing
Campus Location:	Location Independent
Other Benefits:	http://www.latrobe.edu.au/jobs/working/benefits

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

Position Context/Purpose

Reporting to the Senior Manager Learning and Teaching Development, the Advisor Learning and Teaching Development will be responsible for the effective delivery of curriculum development and facilitating consistent communication and service offerings across the university. They will work closely with colleagues within the PVC L&T portfolio and across the University to deliver specialist services focused on pedagogical innovation support. The incumbent will have a role in assuring the effective delivery of educational technology and digital advancement activities in line with the University's strategic priorities.

Duties at this level will include:

- Provide high quality academic development support to academic staff with an emphasis on curriculum design, development, and assessment across a range of delivery modes.
- Demonstrate a scholarly approach to learning and teaching.
- Utilise evidenced based strategies to implement learning and teaching initiatives.
- Adopt an evidenced based approach to lead and innovative subject and course curriculum design, development and review.
- Provide support and advice on the use and integration of appropriate technologies and digital artifacts in the design and development of engaging and innovative curriculum materials.
- Support schools to facilitate the local delivery of academic development activities.
- Identifies trends, strengths, weaknesses, opportunities and risks in specialist areas of responsibility that may have an impact on the School, the Team and the wider University, to enable appropriate and timely action to be administered.
- Apply deep knowledge and experience in learning and teaching to provide advice/guidance/specialist resources to address significant problems or unresolved issues, some of which will be multi-disciplinary in nature.
- Provide support to schools to assure and enhance the quality of teaching and learning activities and continually improving the overall student experience.
- Continuously evaluate current service offerings, stay informed about innovations and advancements in the educational landscape, and propose innovative solutions that optimise the quality, efficiency, and continuity of education services.
- Manage day to day relationships and programs of work relevant to the areas of responsibility, and as directed by the Senior Manager, Learning and Teaching Development.
- Provide expert academic and professional briefings, proposals and reports for the Senior Manager, Learning and Teaching Development, as required.

Essential Criteria

Skills and knowledge required for the position

- A degree in education, or an equivalent combination of experience and/or education and/or training.
- Expert knowledge and skill in curriculum design and pedagogy, the conceptualisation, design and delivery of educational enhancement and development services and programs.
- Personal track record as an effective university educator, reflected in prior teaching at both an undergraduate and postgraduate level.
- Demonstrated ability to engage with the Scholarship of Teaching and Learning.
- Demonstrated high level oral and written communication skills, including the ability to interact effectively, collaboratively and productively with professional and academic staff from a diverse range of backgrounds.
- Communication skills that enhance collaborative working relationships within the Learning and Teaching Development team, Education Services and across the university.
- Understanding and knowledge of a wide variety of mechanisms and national and University schemes for the promotion of learning and teaching enhancement, applications and outcomes.
- Demonstrated ability to use appropriate technologies to enhance curriculum.

- Demonstrated understanding and application of pedagogical principles to develop assessments, including the formulation of comprehensive marking criteria and rubrics.
- Demonstrated ability to manage multiple stakeholders to achieve stated outcomes.
- Demonstrated high level of self-motivation and personal management skills.
- Demonstrated ability to form a detailed knowledge of academic and administrative policies and the interrelationships between a range of policies and activities.
- Demonstrated ability to apply theoretical knowledge and management or policy expertise to synthesise diverse and conflicting information, effectively solving new or unique problems while forming a comprehensive understanding of academic and administrative policies and their interrelationships.
- Experience developing innovative solutions and contributing to strategic planning.
- Strong interpersonal skills including ability to negotiate, motivate, influence and build relationships.

Capabilities required to be successful in the position

- Knowledge of own strengths, weaknesses and biases – modifying behaviour, based on self-reflection and feedback, to respond to others with empathy and act on feedback to improve knowledge, skills and behaviour.
- Ability to work collaboratively, demonstrate inclusivity and tailor communication in a way that is meaningful to the audience – consistently modelling accountability, connectedness, innovation and care.
- Demonstrated creative and critical thinking, ability to generate ideas to solve local problems and recommend improvements to current work practices.
- Ability to make sense of data to inform decision making – implementing ideas to improve local practices.

Essential Compliance Requirements

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

Other Information

The position description is indicative of the initial expectation of the role and subject to changes to University goals and priorities, activities or focus of the job.

Position Flexibility

We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

Why La Trobe:

- Develop your career at an innovative, global university where you'll collaborate with community and industry to create impact.
- Enjoy working on our inspiring and stunning campuses – the perfect hub for industry, students and academics
- Help transform the lives of students, partners and communities now and in the future

This is more than just a job. Working at La Trobe offers opportunities to demonstrate excellence and transform lives.

Here, you'll join exceptional people, partners and communities, who power our operations with ambition and purpose.

Our success can be attributed to its strong sense of community. We have a long-standing commitment to diversity, inclusion and social justice; we are committed to providing a workplace where all staff feel valued, respected and supported to achieve their full potential. We strive to build a workplace where all employees of diverse backgrounds, abilities, experiences, sexuality, gender, religion and age are welcome, valued, respected and one that is representative of our community. We demonstrate our cultural qualities by holding ourselves accountable and creating a culture of trust and innovation while genuinely caring for one another.

La Trobe's Cultural Qualities:

**WE ARE
CONNECTED**



We are **connected** to each other and the communities around us. We engage with those communities to learn from our past, inform our present and impact our future.

**WE ARE
INNOVATIVE**



We are **innovative** in tackling the most important issues of our time. We are inquisitive and seek to develop new ideas that positively impact the way we work and the world around us.

**WE ARE
ACCOUNTABLE**



We are **accountable** for what we do and share a commitment to excellence. We are courageous and respectful in the way we hold ourselves and each other to account.

**WE
CARE**



We **care** about what we do and value the power of education and research. We care about each other and strive to create a safe and inclusive community.

For Human Resource Use Only

Initials:

Date: