



Position Description

Educational Designer

Position Number: XXXXXX

Position Title: Educational Designer

Date Written: October 2017

Faculty / Division: UNSW Faculty of Engineering

School / Unit: Dean's Unit

Position Level: Level 8 (12-month contract)

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.



Demonstrates
Excellence

Delivers high performance and demonstrates service excellence.



Drives
Innovation

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



Builds
Collaboration

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

Overview of the Faculty

The Faculty of Engineering is a national and international leader in engineering research and education.

For more information about the Faculty of Engineering please refer to the Faculty website: <https://www.engineering.unsw.edu.au/about-us>

The Faculty's education of undergraduate, postgraduate coursework and higher degree research students currently follows a traditional structure with total student numbers now topping 14,000. A combination of burgeoning enrolments, new education technologies and developments in industry mean that this approach is in need of reform. Industry expectations of graduates have evolved over time and reflecting this change through educational development and the student experience is important to continuing the success of UNSW Engineering graduates in their careers. Furthermore, the current global focus on innovation and industry engagement requires a change in education strategy that will produce a generation of engineers who are more innovative, entrepreneurial and engaged with society than their predecessors.

As Australia's leading engineering university, UNSW undertakes a large number of major research projects. Opportunities exist to mainstream and strengthen this innovative culture and integrate this research into learning and teaching experiences.

UNSW is implementing a new academic calendar (UNSW3+) in 2019. This role has been created to provide additional teaching and learning support to academics during the transition to UNSW3+ in 2019.

Reporting Relationships

Supervisor's title: Education Innovation Manager with additional engagement with the Deputy Dean (Education), and the Associate Dean (Education).

Other positions reporting to the supervisor: Educational Developers, Educational Technologist.

RESPONSIBILITIES

- Design and implement support processes to address challenges experienced by academics during transition to the new academic calendar.
- Manage the implementation of a strategy for blended learning adoption in the Faculty in line with both Faculty and UNSW-wide strategic objectives and goals.
- Work collaboratively with academic and professional staff to coordinate and support curriculum and course related changes, including those resulting from the reallocation of courses across three terms and the redistribution of course content from 12 to 10 weeks.
- Oversee progress and resource allocation for major development projects carried out by other members of the teaching and learning team.
- Lead and support academic and professional staff in the evaluation and systematic, evidence-based approach to course design and development, including the integration of blended learning and hands-on projects.
- Oversee the initiation and completion of course redevelopment projects by the PVCE Digital Uplift Team and ensure academics receive ongoing faculty support throughout the project.
- Work with School Teaching and Learning representatives to identify and prioritise candidates for educational development support, making recommendations to the Faculty Education Team.
- Report on key metrics to measure stakeholder success in transitioning to teaching in the new schedule.

- Manage the development and delivery of engaging training programs by the Faculty Education Innovation Team to encourage and enable scaled adoption of tools and techniques to improve student and staff experiences during the transition to UNSW3+.
- Maintain cooperative working relationships with institution-wide learning and teaching initiatives and with staff external to the Faculty, particularly relevant educational development personnel in the Learning and Teaching Unit, with other UNSW Faculties and external service providers and suppliers.
- Other duties as determined through consultation with the Education Innovation Manager and as required to support successful teaching and learning activities in the first year of the UNSW 3+ calendar.
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

SELECTION CRITERIA

- A relevant degree and extensive relevant experience in an academic learning and teaching environment, ideally within the higher education sector.
- Extensive experience in educational design and the use of educational technologies and Learning Management Systems to improve student learning in a university context.
- Demonstrated experience in supporting academic staff in the design, development, review and constructive alignment of courses, incorporating educational technologies and the use of sound pedagogical teaching and learning strategies to guide outcomes.
- Proven ability to work with initiative, both independently and collaboratively in a team-oriented environment, and to adopt a client-customer focus.
- Demonstrated project management skills including the ability to prioritise and manage multiple projects with competing deadlines and lead a complex long-term project with multiple stakeholders.
- Excellent interpersonal, negotiation and consultation skills, including the ability to build and sustain effective professional relationships.
- Manage a diverse group of stakeholders, and guide and influence decision makers in order to ensure the timely delivery of outcomes.
- Excellent written communication skills, including experience in developing creative and engaging internal communication content for a variety of channels that provides a clear and strong narrative between strategy and program outcomes.
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

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.