

Educational Designer (First Nations)

Faculty Service Teams
Division of Learning and Teaching

This position has been identified for Indigenous Australians under Section 14 of the Anti-Discrimination Act

Classification	Level 7
Delegation Band	Delegations and Authorisations Policy (see Section 3)
Hours per Week	35
Special Conditions	Willingness to travel, including overnight stays
Nature of Employment	Continuing
Workplace Agreement	Charles Sturt University Enterprise Agreement
Date Last Reviewed	February 2020

Our University Values



Our Core Competencies

Charles Sturt University (Charles Sturt) staff are expected to demonstrate the following competencies:

Set Direction and Deliver Results

- Creating and innovating.
- Delivering results and meeting customer expectations.
- Entrepreneurial and commercial thinking.

Collaborate with Impact

- Relating and networking.
- Working with people.
- Persuading and influencing.

Lead Self and Others

- Adhering to principles and values.
- Deciding and initiating action.
- Adapting and responding to change.

Division of Learning and Teaching

The Division of Learning and Teaching (DLT) plays a critical role in the achievement of the *University Strategy 2022*, 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 three Faculty-facing service teams, each providing subject and course design, development and delivery services to a specific faculty, and academic development functions supporting academic staff induction, professional learning and career development relating to teaching, and an administration team supporting the work of staff across the Division.

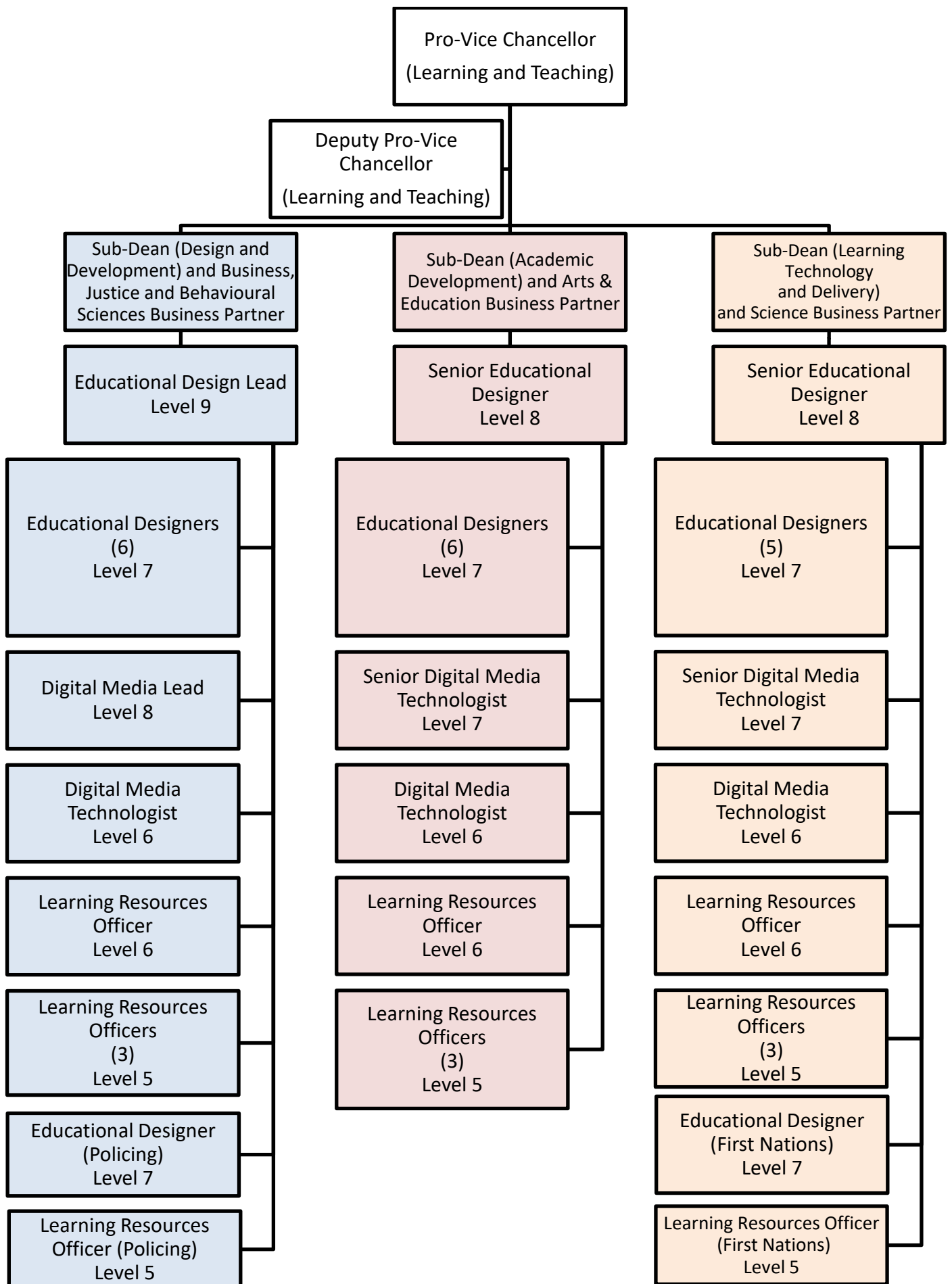
The Faculty Service teams each provide subject and course design, development and delivery services to a specific faculty. Services include learning design support through the course review and design process, learning resource development as part of subject development processes, learning analytic support 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.

Behaviours that are important to the Division are:

1. Commitment to best practice and continuous improvement
2. Service-oriented
3. Collaborative
4. Innovative
5. Living Charles Sturt's values: Insightful, Inclusive, Impactful, Inspiring.

Organisational Chart

Detailed on following page



Reporting Relationships

This position reports to: Senior Educational Designer

This position supervises: N/A

Key Working Relationships

- Academic Lead (First Nations Curriculum)
- Learning Resources Officer (First Nations)
- Learning Resources Officers
- Senior Educational Designers
- Educational Designers
- Digital Media Technologists
- Academic Staff
- Aboriginal Elders

Position Overview

The Educational Designer (First Nations) plays an instrumental role in working towards the Graduate Learning Outcomes (GLOs) specifically in the area of Indigenous Cultural Competence and Indigenous Australian content by providing support to other Educational Designers (ED's) and Academic staff to embed culturally appropriate and specific content into each course.

The Educational Designer (First Nations) role will be responsible for supporting all Faculties to embed appropriate Indigenous Australian content into courses, aligned to Charles Sturt University graduate attributes and discipline curriculum and accreditation standards. This will be achieved through supporting other Educational Designers and academic staff as they are developing course content, learning activities, learning resources and assessment aligned to subject learning outcomes with specific reference to culturally appropriate and course specific information, as set out in the Indigenous Australian Content in Courses Policy.

The Educational Designer (First Nations) works collaboratively with the Academic Lead (First Nations Curriculum), the Learning Resources Officer (First Nations), Academic staff, Digital Media Technologists and other Learning Resources Officers through the course and subject design, development and delivery process. The Educational Designer (First Nations) also contributes to professional development and mentoring of other staff within their area of specialisation.

Principal Responsibilities

- Provide collaborative leadership with specific reference to Indigenous Australian course content by:
 - Applying appropriate cultural and learning design expertise in curriculum design and renewal, assessment design, online and blended pedagogy and learning technologies to subject and course design, individually and in an advisory capacity, to other ED's and Academic staff;
 - Maintaining effective liaison with stakeholders, including Indigenous Australian Communities and subject matter experts, and managing delivery timelines;
 - Supporting and mentoring design and development staff in aspects relating to Indigenous Australian cultural content;
 - Facilitating/Contributing to course and subject design meetings that are in relation to embedding Indigenous Australian cultural content;
 - Developing and maintaining effective team communication and documentation for subject design, project management, evaluation and review, drawing on contemporary project management experience and knowledge;
 - 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.
- In collaboration with the Academic Lead (First Nations Curriculum), support the professional development of academic staff through workshops and the development of sustainable high quality professional development resources relating to Indigenous Australian cultural content.
- 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, particularly in relation to the embedding of Indigenous Australian content into subjects and courses.
- Other duties as appropriate to the classification as required

Physical Capabilities

The incumbent may be required to:

- Work in other environments beyond the Division such as other campuses as well as possible car and air travel. It will include work with a diverse range of staff, students and community members.
- On occasion drive a university vehicle distances up to 500kms per day within the terms of the University's Driver Safety Guidelines and Policy available at <https://policy.csu.edu.au/document/view-current.php?id=184>.

Selection Criteria

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

Essential

- A. Identify as an Indigenous Australian, with the ability to communicate sensitively and effectively with Indigenous Australian Communities.
- B. A degree, or working towards completion of a degree, with at least 4 years relevant experience, or an equivalent level of knowledge in the field of education/teaching and learning gained through any other combination of education, training and/or experience.
- C. Extensive knowledge of Indigenous Australian culture and experience in working closely with Traditional knowledge holders and Traditional custodians who have the authority to speak for Country.
- D. Demonstrated capabilities in educational design and development, drawing on sound pedagogical design principles and integrating learning technologies.
- E. An ability to manage time to complete projects within a given time and scope and ability to analyse, solve problems and mentor staff.
- F. 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.

Information for Prospective Staff

Your Application

E-recruitment is the method by which Charles Sturt manages its recruitment processes and it is preferred that all applications be lodged using this method. Please refer to www.csu.edu.au/jobs/.

If intending applicants are unable to access this website, please contact the HR Service Centre on 02 6338 4884.

Staff Benefits

Charles Sturt is committed to providing an employment environment that fosters teamwork, innovation, reflective practice, continual learning, knowledge sharing and opportunities for staff to achieve their full potential. Charles Sturt is committed to providing a flexible working environment that encourages employees to live a balanced lifestyle, combining work and family responsibilities.

To find out more: <http://www.csu.edu.au/jobs/working-with-us/benefits-and-rewards>.

Essential Information for Staff

- All employees have an obligation to comply with all the University's work health & safety policies, procedures and instructions and not place at risk the health and safety of any other person in the workplace;
- All employees are required to be aware of and demonstrate a commitment to the principles of equal opportunity in the workplace;
- All employees are to ensure the creation and maintenance of full and accurate records of official University business adheres to the University's Records Management Policies; and
- All employees are expected to undertake an induction program on commencement.

Further information regarding the policy and procedures applicable to Work Health and Safety and Equal Opportunity can be found on the Charles Sturt website <http://www.csu.edu.au/division/hr/>.

Further information regarding the policies and procedures of Charles Sturt can be found in the Policy Library at: <https://www.csu.edu.au/about/policy>.

The following links are listed from [Charles Sturt Policy Library](#) on relevant specific policies:

- [Code of Conduct](#)
- [Staff Generic Responsibilities Policy](#)
- [Delegations and Authorisations Policy](#)
- [Outside Professional Activities Policy](#)
- [Intellectual Property Policy](#)