TEAM LEAD, LEARNING TRANSFORMATION

DEPARTMENT/UNIT	Vice-Chancellor and President
FACULTY/DIVISION	Office of the Deputy Vice-Chancellor and Vice-President (Education)
CLASSIFICATION	HEW Level 8
WORK LOCATION	Clayton campus

ORGANISATIONAL CONTEXT

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit www.monash.edu.

The **Portfolio of the President and Vice-Chancellor** provides executive management and strategic advice to the Vice-Chancellor, leadership in the management and delivery of key strategic and cross-portfolio initiatives and University level governance. The portfolio is responsible for managing the University's global campuses, partnerships and affiliations, and is accountable for:

- External relations management;
- Coordination of special events arranged on behalf of the Chancellor and the Vice-Chancellor; and
- Leadership in and development of relationships with a range of local and international stakeholders and partners, including alumni, benefactors, government, industry and strategic alliance affiliates.

The **Deputy Vice-Chancellor and Vice-President (Education)** leads Monash University's integrated approach to education, framed by the Monash University Focus Monash Strategic Plan www.monash.edu/about/who/strategic-plan, and partners with Faculties and divisions to shape and deliver the University's education agenda. The portfolio is responsible for: Indigenous education and strategy, learning and teaching, social inclusion, strategic course development, student academic experience, academic course governance, education policy and quality.

Monash Education Innovation is responsible for leadership enabling flexible and innovative learning and teaching opportunities across Monash University. Our goal is to develop educational excellence across the University by providing appropriate leadership, inspiration, capability and support. Education Innovation is responsible for implementing strategies in the areas of Learning Transformation and Education Technology, aimed at creating and advancing excellence in learning, teaching and assessment for the Monash community through evidence-based design and transformation of learning experiences and environments.

POSITION PURPOSE

The Team Lead, Learning Transformation will lead and project manage the learning transformation process within selected units and support the Learning Transformation (LT) initiative in partnership with designated faculties. The Learning Transformation initiative transforms didactic delivery within selected large cohort units to provide students with opportunities for highly interactive learning approaches.

The incumbent is responsible for effecting the transformation of learning and teaching through design of sessions, materials and experiences. This includes providing pedagogical and technical expertise and leadership in the analysis, design, development and implementation of learning experiences and evaluation of transformation processes.

The Team Lead, Learning Transformation will work closely with academic and professional staff teaching specific units within the Learning Transformation initiative.

Reporting Line: The position reports to the Manager, Strategic Learning Transformation under broad direction, working with a high degree of autonomy

Supervisory Responsibilities: The position will provide direct support to 2 Learning Designers

Financial Delegation: Not applicable

Budget Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Lead the design, development and implementation of projects for units nominated as part of the Learning Transformation initiative, including establishing stakeholder requirements, identifying and overseeing project budget and deliverables and managing risks

2. Provide pedagogical and technical expertise and consultative support to academic and professional staff and work with students in designing, developing and modifying content, curriculum, instruction and assessment

3. Provide expert advice on the use of technology and spaces to enhance and transform learning and teaching

4. Provide leadership in the analysis, design, development, implementation and evaluation of learning experiences that illustrate best-practice for diverse student cohorts; advise on the development of learning activities and implementation of assessment tasks in line with the pedagogical imperatives of Monash Education Innovation, including creation of exemplary physical and digital resources

5. Build and develop capacity within stakeholder groups such as academics, educators, faculties and peers for developing sustainable high-quality teaching practices and engaging learning experiences

6. Provide leadership and management to project team members, which may include resources over which there is no direct supervisory responsibility

7. Contribute to the development in Monash Education Innovation of an in-depth shared understanding of educational issues, educational methodologies and technology issues facing large enrolment units and cultivate collaborative partnerships between faculties and PDVCE to develop tailored educational design solutions; develop standards, templates and exemplar practices for educational approaches and embedding of educational technologies that can be rolled out institution-wide

8. Facilitate team discussions, engage in collaborative work, and share effective pedagogical approaches, methodologies, tools and applications with Monash Education Innovation and Monash University

9. Monitor and engage with new educational technologies, pedagogical developments, policy, procedure and scholarly literature to advise on best practice and inform the transformation process

10. Facilitate cross-institutional collaboration and contribute to Learning Transformation scholarly projects

11. In collaboration with the Monash Education Academy, develop academic professional development (e.g. training sessions, online resources) that successfully engages staff from across the University in transforming learning practice

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:

   - A teaching or relevant postgraduate degree or progress towards postgraduate qualifications; or
   - extensive relevant experience and expertise in education and teaching and learning; or
   - an equivalent combination of relevant knowledge, training and/or experience

Knowledge and Skills

2. Excellent project management skills with a proven record of successfully managing all aspects of concurrent projects through to completion, in accordance with agreed standards, timeframes and budgets

3. Experience in educational design and educational technologies and in assisting in the implementation of educational change programs within a complex organisation

4. Proven experience in creating dynamic and engaging learning experiences for students through innovative practice and technological enhancement

5. Proven experience in developing and delivering stimulating and engaging professional learning for teaching staff in both small group and workshop settings

6. Strong familiarity with educational software and the ability to evaluate pedagogical benefits of technology in providing advice to educators

7. Excellent communication skills, including the ability to prepare professional documentation for various audiences, advising and negotiating at high levels and maintaining discretion

8. High-level research and problem-solving skills and the ability to identify and recommend solutions to challenging issues

9. Highly-developed interpersonal and relationship management skills, including the ability to interact and collaborate with, and gain co-operation from, internal and external stakeholders at various levels

10. Demonstrated ability to exercise substantial levels of independence, judgement and innovation within a strategic initiative; high-level ability to initiate, develop and make recommendations in relation to learning design in curriculum development, delivery and assessment with a particular emphasis on active learning pedagogies

11. High-level organisational skills including the ability to prioritise workload and work well under pressure to plan, implement, execute and evaluate new initiatives, working independently and collaboratively as part of a team. Excellent collaboration skills, including the ability to lead and mentor direct reports and peers, engage in a dynamic and high performing team environment and contribute to a positive culture

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

LEGAL COMPLIANCE

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.