

Professional Learning Coordinator

Transform Online Project
Faculty of Business, Justice and Behavioural Sciences

Classification	Level 7
Delegation Band	Delegations and Authorisations Policy (see Section 3)
Hours per Week	35
Nature of Employment	Fixed term
Workplace Agreement	Charles Sturt University Enterprise Agreement
Date Last Reviewed	January 2018

Our University Values



Our Core Competencies

Charles Sturt University (CSU) 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.

Faculty of Business, Justice and Behavioural Sciences

The Faculty of Business, Justice and Behavioural Sciences covers a diverse range of disciplines and is comprised of 6 Schools, 1 Centre and CSU Engineering – the School of Management and Marketing, School of Accounting and Finance, School of Computing and Mathematics, School of Policing Studies, Australian Graduate School of Policing and Security, School of Psychology, Centre for Customs and Excise Studies and CSU Engineering.

Our Faculty staff are leaders in their fields of teaching and research and combine significant professional experience with academic expertise. Our schools continue to grow through close collaboration and consultation with private industry, regulators, professional bodies, community engagement, partnerships and global networks.

For more information on the Faculty of Business, Justice and Behavioural Sciences go to: <http://www.csu.edu.au/about/organisational-structure/faculties-and-schools>

Reporting Relationships

This position reports to: Associate Dean Academic

This position supervises: Nil

Key Working Relationships

- Sub Dean Learning and Teaching
- TOL team
- Academics
- Division of Learning and Teaching

Position Overview

The Transform Online (TOL) Project is designed to create flexible, high quality learning experiences for students. The Professional Learning Coordinator works with teams right across the design process. They will work closely with design teams to empower academic staff to engage fully in the design process. They will be responsible for evaluating learning needs, creating innovative, just-in-time professional development resources and showcases for teaching and sessional staff using the University's learning and teaching wiki, and facilitating professional learning sessions in order to build pedagogical and technological capacity in the design and delivery of high quality student learning experiences.

The successful applicant will need to have strong organisation and information management skills, and the ability to manage their own time and workload to meet team priorities and deadlines. They will have the ability to liaise at both team and management levels, building networks across the University to ensure teams are fully prepared to both design and teach innovative, high quality learning experiences.

Principal Responsibilities

- Actively contribute to collaborative processes to design, deliver and continually improve high quality professional development activities and resources for academic staff.
- Actively contribute to cross-unit and cross-institution teams and the development of a respectful, trusting and collaborative working environment, including the giving and receiving of constructive feedback.
- Form a community of practice with academics to develop and support online learning and teaching practice.
- Support academic staff through workshops, seminars, resources and one-on-one consultancy to enhance the quality of teaching and student learning, including influencing, facilitating, presenting, active listening, providing constructive feedback and capacity to work effectively with others and build strong partnerships with colleagues, academic and administrative units, and the profession.
- Support academic staff to maintain sound, current knowledge and understanding of the higher education discipline and academic practice innovation through scholarly engagement and activities, including students' feedback perspectives.
- Assists with ongoing project communication across Faculty.
- Development of just-in-time professional learning resources on wiki.
- Leads / assists in development of pre- and post-activities for workshops.
- Leads development of showcases / exemplars resulting from design process and generally across Faculty for sharing (wiki, PL sessions, and communications) to foster innovative thinking about possibilities.
- Assist with professional learning around key TOL features, including flexible assessment, teacher presence and effective peer learning.
- Coordinates other professional learning, drawing in expertise from within and beyond the Faculty in areas of need.
- Engage with CSU and relevant Faculty policies and priorities to improve student learning outcomes in courses and subjects at all levels.
- Other duties appropriate to the classification as required.

Capabilities

In order to effectively execute the tasks and responsibilities of this role, the incumbent should have:

- Strong interpersonal skills, with the ability to understand team dynamics, contribute to teams, and foster environments of mutual trust and respect.
- Ability to plan activities, manage workloads and work independently to meet established directions/priorities.
- Confidence to demonstrate leadership with the ability to lead and advise others to deliver outcomes that will meet student needs.
- The ability to work cooperatively in teams within the Faculty and across the organisation, providing analysis and advice to achieve common understandings regarding student needs.
- A willingness and capacity to continue to develop skills in applying user experience techniques to enhance understanding of the student experience in the online environment.

Physical Capabilities

The incumbent may be required to:

- Sit for long periods of time at a computer desk using a computer, keyboard and mouse
- On occasion drive a university vehicle distances up to 500kms per day within the terms of the University's Driving Hours 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. A degree in education with at least four (4) year's subsequent relevant experience to consolidate and extend the theories and principles learned; or extensive experience and management and or specialist expertise; or an equivalent level of knowledge gained through any other combination of education, training and/or experience.
- B. Demonstrated knowledge and understanding of effective design and implementation of professional learning for university teachers in a Faculty, School and/or central teaching and learning unit, assessment practice and evaluation, and learning and teaching.
- C. Demonstrated ability to support and/or develop teams and provide mentoring for colleagues;
- D. Excellent ability to work effectively with a range of stakeholders to meet tight timelines, initiate and implement projects, including influencing, facilitating, presenting, active listening, providing constructive feedback and capacity to work effectively with others and build strong partnerships with colleagues, academic and administrative units, and the profession.
- E. Experience in managing and working collaboratively on the design, implementation and evaluation of projects in a higher education environment, including change management.
- F. Demonstrated commitment to applying culturally respectful, inclusive and safe practices in the workplace.
- G. Demonstrated interpersonal skills, including the ability to successfully liaise at both team and management levels and develop effective working relationships with a wide range of stakeholders.

Desirable

- H. Substantial experience in online education
- I. A Graduate Certificate in Learning and Teaching in Higher Education (or equivalent).

Information for Prospective Staff

Your Application

E-recruitment is the method by which CSU 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

CSU 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. CSU 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 workplace 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 Workplace, Health and Safety and Equal Opportunity can be found on the CSU website <http://www.csu.edu.au/division/hr/>.

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

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

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