

## Sub-Dean (Learning Technology and Delivery) and Faculty Business Partner

Faculty Service Teams  
Division of Learning and Teaching

Classification	Level C/D (plus Sub-Dean allowance <a href="#">conditions</a> )
Conditions	Conditions of this appointment are set out in the <a href="#">Academic Institutional Leadership Policy</a>
Work function	The workload allocation for this academic position primarily consists of contributions to academic administration and management, and leadership both internal and external to the University, professionally related engagement within the professions/ disciplines and the community. The work function for this position will be classified as 'other' given it differs from those classifications normally expressed under clause 30 of the Charles Sturt University Enterprise Agreement 2018-2022. The specific tasks associated with workload allocation shall be determined by the supervisor.
Delegation Band	<a href="#">Delegations and Authorisations Policy (see Section 3)</a>
Special Conditions	Willingness to travel, including overnight stays
Nature of Employment	Fixed Term – up to three (3) years
Workplace Agreement	<a href="#">Charles Sturt University Enterprise Agreement</a>
Date Last Reviewed	October 2019

### 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.

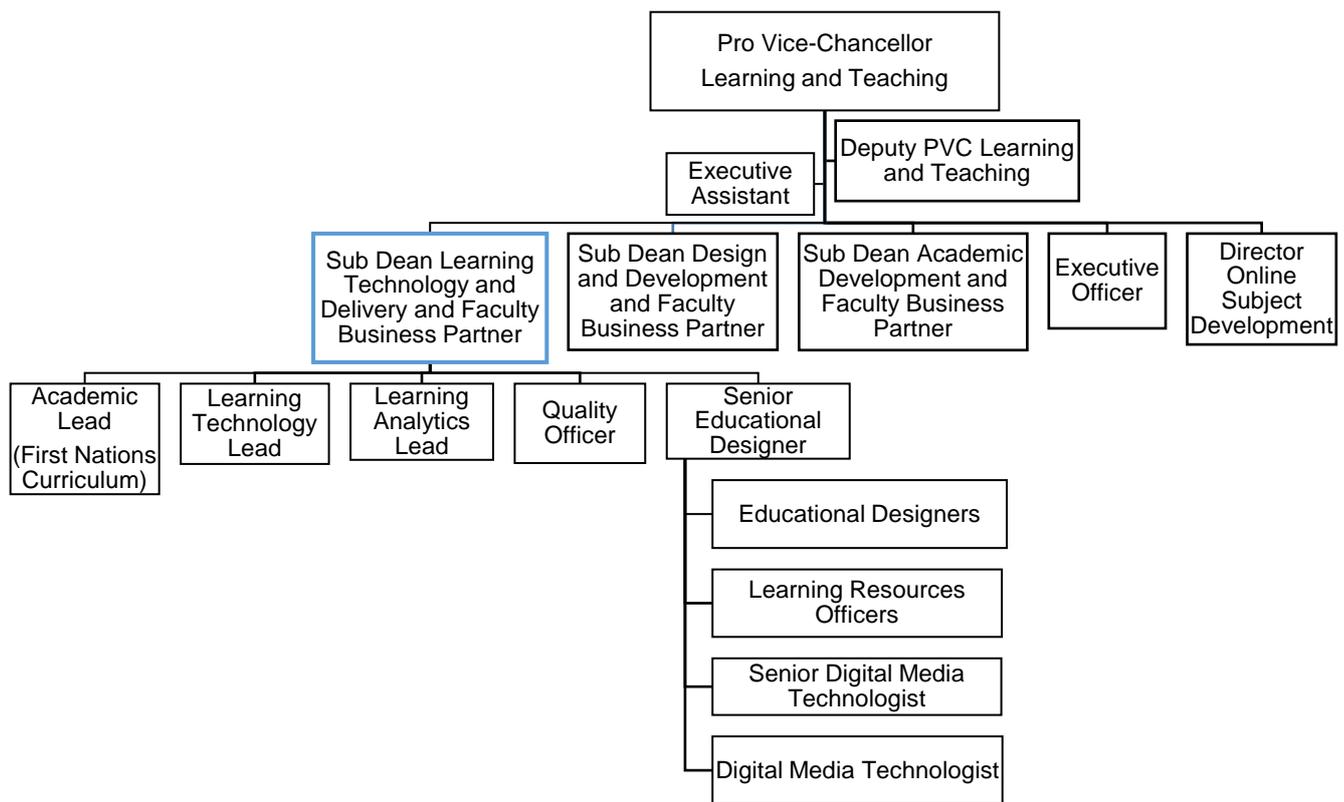
The Division of Learning and Teaching includes three Faculty-facing service teams, each providing subject and course design, development and delivery services to a specific faculty, and academic development functions supporting academic staff induction, professional learning and career development relating 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



### Reporting Relationships

This position reports to: Pro Vice-Chancellor (Learning and Teaching)

This position supervises:  
 Learning Analytics Lead  
 Learning Technology Lead  
 Academic Lead (First Nations Curriculum)  
 Senior Educational Designer  
 Quality Officer

### Key Working Relationships

- Pro Vice-Chancellor (Learning and Teaching)
- Deputy Pro Vice-Chancellor (Learning and Teaching)
- Other Sub- Dean Faculty Business Partners
- Digital Media Lead
- Educational Design Lead
- Senior Digital Media Technologist
- Associate Deans (Academic)
- Sub-Deans (Learning and Teaching)

## Position Overview

Sub-Dean Faculty Business Partners (FBPs) lead a team of Educational Designers, Digital Media Technologists and Learning Resources Officers supporting the design, development and delivery of subjects and courses for their designated faculty. FBPs work closely with Faculty and DLT leadership to ensure that the services provided best meet Faculty needs and University strategic directions. The FBP (Learning Technology and Delivery) also makes recommendations to DLT leadership on strategic directions in the provision of learning technologies and collaborates with DIT leadership on the review of new and existing learning technologies and works with the PVC (Learning and Teaching) in establishing and refining processes and systems for responsive support for academic staff across the three Faculty Service Teams.

## Principal Responsibilities

1. Lead a Course and Subject Design, Development and Delivery Team providing responsive support to academic staff in delivering quality online, blended and face to face learning experiences to students.
2. Collaborate with Faculty Leadership, the PVC and other FBPs in ensuring that the services provided best meet Faculty needs and University strategic directions.
3. Manage and support the Senior Educational Designer and Senior Digital Media Technologist in establishment and leadership of high performing teams, and the nurturing of a respectful, trusting, and collaborative working environment.
4. Oversee implementation of quality assurance and improvement strategies to ensure measurable and visible adherence to quality standards, learning models and university policies in course and subject design, development, and delivery.
5. With the support of the Learning Analytics Lead ensure that refinements to courses and subjects are informed by the available evaluation data.
6. Oversee work allocations and track the completion of work within the Service Team through the Service Request System (SRS).
7. Collaborate with the PVC in evaluating and refining processes and systems for responsive support for academic staff, including the SRS drawing on an awareness of trends and practices across the sector.
8. Manage the use of the SRS across the Division and collaborate with other FBPs to ensure resources are allocated where needed to ensure timely responses and end to end responsibility for work requested through the SRS.
9. Oversee the work of the Learning Analytics Lead in supporting evidence-based decision making in course and subject design, development and delivery and capacity development of Learning Designers in data-informed practice.
10. Recommend to the PVC and Deputy PVC strategic directions in the provision of learning technologies drawing on awareness of practices and trends across the sector.
11. Co-lead with DIT Learning Technologies leadership the review of new and existing learning technologies.
12. Collaborate with the PVC and Deputy PVC in scrutinising and refining position descriptions, performance expectations and professional development strategies for courses and subject design, development and delivery staff pertaining to learning technologies and to deliver support.
13. Oversee the work of the Learning Technology Lead in supporting partnerships across and beyond the Division towards appropriate and innovative use of learning technologies in physical and virtual learning environments.
14. Contribute to developing, evaluating and refining Charles Sturt's academic regulations, policies, frameworks and strategies regarding learning and teaching.
15. Other duties 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 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.

- A. A doctoral qualification in education; or a doctoral qualification in another discipline along with published scholarship relating to education; or equivalent accreditation and standing.
- B. A record of significant academic achievement at a national level in the scholarship of teaching, research or professional activity, including peer-reviewed publications in an area relevant to Learning Technologies, as well as demonstrated ability to locate and critically review learning and teaching research findings and identify implications for practice.
- C. Sustained track record of undertaking high-quality university course and subject design, development and delivery including online and blended modes drawing on subject and course evaluation data.
- D. Exceptional knowledge and sustained experience with using, supporting, reviewing and providing professional development for a broad range of learning technologies.
- E. Proven analytical skills with the ability to develop creative solutions to complex operational problems.
- F. Experience leading, managing and supporting educational service delivery or teaching teams, ensuring their focus and performance are consistent with client or student needs, performance standards and the goals and strategies of the organisation.
- G. Highly developed communication, interpersonal and influencing skills, including demonstrated ability to establish and maintain professional relationships both internally and external to the organisation.

## Additional Selection Criteria for Appointment at Level D

- H. A record of academic achievement of national and/or international standing through outstanding contributions, including academic leadership, to the scholarship of teaching and/or research and/or professional activity in an area relevant to University Learning and Teaching.

## **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/](http://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 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 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](#)