



Position Description

College/Division:	College of Science
Faculty/School/Centre:	Research School of Earth Sciences
Department/Unit:	
Position Title:	Educational Developer
Classification:	ANU Officer Grade 6/7 (Administration)
Position No:	
Responsible to:	Administration Manager
Number of positions that report to this role:	
Delegation(s) Assigned:	

PURPOSE STATEMENT: The Research School of Earth Sciences is the leading centre of multi-disciplinary Earth and Marine research in Australia. Researchers have a tradition of excellence in addressing the world's challenges in the Earth sciences, such as contributing to a sustainable future by researching the formation of economic deposits of critical minerals, developing innovative and sustainable technologies by which critical metals can be extracted from ore, modelling ocean currents and climate change to inform societal debate and actions, and using sophisticated seismic studies to understand the nature of the deep earth and to manage geohazards.

The Educational Developer provides expertise, advice and active support to the innovative educational methodologies used in the School to deliver courses and programs.

Position Dimension & Relationships:

The Educational Developer works under the broad direction of the Administration Manager providing expert advice to academic staff in the use of educational technologies. They have close working relationships with colleagues in the Education Team, and act as a point of escalation for complex technology questions within the Research School of Earth Sciences.

Role Statement:

Under broad direction of the Administration Manager, the Educational Developer is required to:

- Act as a first point of contact for staff and students seeking support for teaching and learning activities & projects, with particular responsibility for supporting users of the University Learning Management System and other educational technologies.
- Provide support, assistance and advice to staff in rethinking teaching practice and on the design, use and implementation of innovative teaching and learning approaches, technologies and software.
- Create, develop and manage high quality educational materials and resources, including web and/or multimedia-based online courseware, in collaboration with staff engaged in Education service delivery.
- Act as an escalation point for Academic Staff and the Education Team on complex technology questions, and assist in supervising, leading, mentoring and development of staff engaged in Education service delivery.
- Organize and administer relevant activities, meetings and project tasks in support of educational development initiatives and new or revised programs and courses, in consultation with staff engaged in Education service delivery.
- Undertake specific tasks in support of day-to-day development and maintenance of programs, courses and websites, using a range of technologies, in collaboration with staff engaged in Education service delivery.
- Research best practice and provide advice on cutting edge technological trends to enhance the delivery of education, engage in informed discussion on educational development and flexible learning locally, campus wide and externally.
- Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity
- Other duties as consistent with the classification of this position.

SELECTION CRITERIA:

1. A degree in a relevant field or an equivalent combination of experience, education and/or training in education, learning technologies, and/or online learning. Experience in a tertiary education or similar environment would be highly regarded.
2. Proven experience with a variety of information resources, eLearning systems and educational technologies and a track record of providing support to end users in these technologies.
3. Demonstrated ability to deliver exceptional levels of customer services, with the ability to take ownership and accountability for delivering the best outcome for the customer and to develop positive working relationships with staff, students and official visitors at all levels within a large institution.
4. Demonstrated ability to respond to inquiries, identify problems, provide advice or support and initiate follow-up action in a client-service role.
5. Demonstrated ability to develop and manage educational resource materials, collect and collate data, prepare reports and documentation using a range of technologies.
6. A demonstrated general knowledge and understanding of equal opportunity principles and policies and a commitment to their application in a university context.

ANU Officer Levels 6 and 7 are broad banded in this stream. It is expected that at the higher levels within the broadband occupants, through experience, will have developed skills and expertise enabling them to more independently perform the full range of duties at a higher level, and that more time will be spent on the more complex functions of the position.

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure which sets out the types of checks required by each type of position.

Supervisor/Delegate Name:

Virginia Riddle

Date:**References:**[General Staff Classification Descriptors](#)



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Pre-Employment Work Environment Report

Position Details

College/Div/Centre	College of Science	Dept/School/Section	RSES
Position Title	Educational Developer	Classification	ANU6/7 (Admin)
Position No.		Reference No.	

In accordance with the Work Health and Safety Act 2011 (Cth) the University has a primary duty of care, so far as reasonably practicable, to ensure the health and safety of all staff while they are at work in the University.

- This form must be completed by the supervisor of the advertised position and appended to the back of the Position Description.
- This form is used to advise potential applicants of work environment and health and safety hazards prior to application.
- Once an applicant has been selected for the position they must familiarise themselves with the University WHS Management System via Handbook guidance <https://services.anu.edu.au/human-resources/health-safety/whs-management-system-handbook>
- The hazards identified below are of generic nature in relation to the position. It is not correlated directly to training required for the specific staff to be engaged. Identification of individual WHS training needs must be in accordance with WHS Local Training Plan and through the WHS induction programs and Performance Development Review Process.
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see 'Employment Medical Procedures' at http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp

Potential Hazards

<ul style="list-style-type: none"> • Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a regular or occasional part of the duties. 					
TASK	regular	occasional	TASK	regular	occasional
key boarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	laboratory work	<input type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	work at heights	<input type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
Organizing events	<input type="checkbox"/>	<input checked="" type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
fieldwork & travel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<input type="checkbox"/>			
NON-IONIZING RADIATION			IONIZING RADIATION		
solar	<input type="checkbox"/>	<input type="checkbox"/>	gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	beta particles	<input type="checkbox"/>	<input type="checkbox"/>
infra red	<input type="checkbox"/>	<input type="checkbox"/>	nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>
laser	<input type="checkbox"/>	<input type="checkbox"/>			
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>			
CHEMICALS			BIOLOGICAL MATERIALS		
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>
allergens	<input type="checkbox"/>	<input type="checkbox"/>	potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>
mutagens/teratogens/	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
carcinogens			genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	immunisations	<input type="checkbox"/>	<input type="checkbox"/>
OTHER POTENTIAL HAZARDS (please specify):					
Supervisor/Delegate Name:		Virginia Riddle		Date:	