UNIVERSITY OF CANBERRA

POSITION DESCRIPTION

Position Title:	Learning Designer
Business Unit:	Pro Vice-Chancellor (Education)
Appointment Level:	UC7
Reporting To:	Associate Director, Digital Learning
Number of Direct Reports:	0
Delegation Band:	Band 7
Position Number:	TBA

THE UNIVERSITY OF CANBERRA

The University of Canberra is a young University anchored in the national capital and works with government, business, and industry to serve our communities and nation. The University of Canberra challenges the status quo; always pursuing better ways to teach, learn, research, and add value – locally and internationally.

Our purpose is to provide education which offers high quality transformative experiences; to engage in research which makes a difference to the world around us; and to contribute to the building of just, prosperous, healthy, and sustainable communities.

The University of Canberra has recently established its long-term ambitions through its new decadal strategy: *Connected*. Through its three objectives (Connected to Canberra, Connected for life and Connected UC), the University of Canberra aims to build sustainable communities through deep collaborations that are locally focused and globally relevant, partner for life with our students to shape our economic, social and cultural futures and deliver an outstanding, digitally connected experience that removes barriers to accessing higher education.

OUR PURPOSE AND VALUES

Our purpose and values are the heart of this university. They describe our core identity: who we are and how we behave at the University of Canberra. They were developed by our people for our people.

GALAMBANY

Together we work to empower, connect and share knowledge with our people, cultures and places

EDUCATION TRANSFORMATION AND GROWTH PROGRAM OVERVIEW

The University of Canberra is embarking on a transformational program to enhance student learning and increase student enrolments through the development of new capabilities and capacities that will generate new online courses and a more flexible approach to delivering existing courses, both at our Bruce campus, our campus in the cloud and with our partners. We are looking for highly motivated and imaginative people to join us on this exciting journey. We want you to bring your ideas to help us build courses and experiences that will enable our students to be inspired and ready for their chosen careers. You will be working with other motivated staff and with discipline/business unit teams in a collaborative way to rethink how we design and deliver courses and experiences that will improve the outcomes and opportunities for our students.

POSITION PURPOSE

In close partnership with discipline academics, other Learning Designers and the digital production team, the Learning Designer will design and build effective online and on-campus learning experiences across new and existing undergraduate and postgraduate courses and units underpinned by sound pedagogical principles, with a focus on enhancing student learning outcomes. As part of the Program of work outlined above, the Designer will contribute to the design of curriculum, especially with regard to development of learning outcomes, mapping of activities and content and assessment of learning. Reporting to the Associate Director, Digital Learning and as part of the Digital Learning team, the Designer will design sustainable, high-quality learning and assessment activities and resources incorporating evidence-based design principles. Essential to this position is a strong understanding of learning design principles as they relate to online, blended and HyFlex learning. The role requires a high level of competence in the use and application of online educational technologies for learning.

Please note this position requires 1-2 years experience in a Learning Designer or equivalent role.

PRIMARY RESPONSIBILITIES

The occupant of this position will be required to:

- Provide advice and support in digital pedagogies, learning design and innovative practice for diverse programs and courses.
- Work collaboratively and flexibly across a range of disciplines and projects, with other members of the Digital Learning team and a wide range of clients across UC, to design and implement solutions that enhance student learning experiences.
- Coordinate curriculum and L&T enhancement projects that align with Program goals and meet the needs of various stakeholders.
- Manage delivery timelines and advise of any potential risks to on time completion of work.
- Maintain documentation for evaluation and review purposes.
- Support academic staff development and teaching excellence.
- Collaborate with stakeholders to design, edit, review and publish learning resources, including interactive learning materials for use in the University.
- Support the development of high-quality student-centred learning experiences, and enable the implementation of the industry leading inclusive, online and flexible learning experiences.
- Actively participate in Program initiatives and projects, contributing in ways that reflect commitment to Program goals, clear communication, problem solving and information sharing.
- Support the evaluation of projects and program initiatives as measures of evidence-based practice
- Engage in other activities relevant to supporting program transformation and effective use of blended and online learning.

KEY CAPABILITIES

Key Capabilities	Descriptors
1. Leadership	1.1 Proactively addresses challenging issues and takes responsibility for seeing issues through. Assist team members to recognise barriers and overcome them.
	1.2 Connects the University Strategic Plan with the Portfolio and reinforces connections with other staff.
	1.3 Builds and communicates a clear and compelling path for others to choose to be committed and engaged.
	1.4 Champions and role models effective change while working to engage and enthuse others to embrace a vision of change.
2. Effective Communication	2.1 Adjusts message and delivery appropriate to audience.
	2.2 Listens to others and effectively communicates ideas.
	2.3 Produces accurate and effective information in a timely and efficient manner.
	2.4 Influences and negotiates persuasively.
3. Collaboration	3.1 Creates opportunities for communities of work colleagues.
	3.2 Looks beyond self and immediate team to add value to the whole University.
	3.3 Develops relationships with external parties. Seeks and acts on opportunities to connect external parties and partners to the University.
4. Delivers results	4.1 Delivers on agreed outcomes and escalates issues as appropriate.
	4.2 Identifies opportunities to improve processes and takes opportunities to problem solve to deliver outcomes.
	4.3 Responds effectively to changing circumstances and prioritises.
5. Business Acumen	5.1 Understands the purpose of own position and how this contributes to the objectives of the University.
	5.2 Manages resources effectively.
	5.3 Understands the commercial context the University operates in.
6. Service	6.1 Delivers seamless customer focused service underpinned by simplified and efficient processes.
	6.2 Understands and anticipates the needs of our students and partners and can convert these into commercial outcomes.
7. Digital Literacy and Innovation	7.1 Demonstrates the ability to work fluently across a range of tools platforms and applications to achieve complex tasks.
	7.2 Demonstrates the capacity to adopt and develop new practices with digital technology in different settings; to use digital technologies in developing new ideas, projects, and opportunities.
	7.3 Incorporates digital literacy skills into own learning and the learning of others e.g., students, peers, supervisees.
	7.4 Appreciates the legal, ethical and security guidelines in the management, access and use of data.

Note: This position requires a skill level that assumes knowledge or training equivalent to graduate qualifications, or extensive relevant experience, or an equivalent combination of relevant experience and/or education/training.

While at work, you must take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons. This includes:

• comply, so far as you are reasonably able, with any reasonable instruction that is given by the University to comply with the WHS Legislation

• cooperate with any reasonable policy or procedure of the University relating to health or safety at the workplace that has been notified to workers

• assume any additional duties as outlined in the WHS Procedure: Resources, Responsibility and Accountability