



EDUCATION TECHNOLOGY TEAM LEADER

DEPARTMENT/UNIT	Education Faculty Activities
FACULTY/DIVISION	Faculty of Education
CLASSIFICATION	HEW Level 7
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.

Monash Education is nationally and internationally recognised for excellence in teaching and research. Operating across two campuses, we offer a diverse and innovative curriculum that responds to international and local community needs, producing graduates who lead professional practice, public debate, policy and community action around the world. Among our programs are undergraduate and Masters teacher education degrees in early childhood, primary and secondary education, a wide range of postgraduate coursework in education, counselling, psychology and educational and organisational leadership, and research degrees. We have a vibrant research culture, and we are known for our openness to multidisciplinary critical research and our commitment to finding solutions to the key educational problems of our time. To learn more about Monash Education, please visit our website: www.education.monash.edu.au/.

POSITION PURPOSE

Working collaboratively within the Education Services team, the Education Technology Team Leader participates in and contributes to the extensive work of the Faculty's Education Portfolio as it engages with key university teaching and learning transformation agendas. The Education Technology Team Leader provides educational innovation support and advice to staff of the Faculty and works to support a smooth transition to new educational technologies.

The Education Technology Team Leader plays a pivotal role in researching, advising and implementing the adoption of educational technologies and provides operational and day-to-day management and leadership to team members who support educational technologies within the Faculty. The Education Technology Team Leader undertakes active and consultative engagement with key stakeholders, and contributes significantly to the work of the Education Services team.

Reporting Line: This position reports to the Education Design Coordinator under broad direction

Supervisory Responsibilities: This position supervises three positions, e-Education Support Administrator, Learning Systems Administrator and Teaching and Learning Support Administrator

Financial Delegation: Not applicable

Budget Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Manage and provide authoritative advice on all education technology matters (unit guide production, learning systems, educational technologies s) ensuring: contractual and university key timeframes are met; Faculty and University quality assurance measures are achieved (including policy and procedure compliance); all processes are adequately supported through the provision of cross campus high quality customer service; and that due consideration has been given to operational and strategic initiatives and resource impacts
2. Manage and monitor the Faculty's Unit Guide Manager template inclusive of: negotiating with key areas across the University to ensure the system captures Faculty operational requirements and needs and where required advocating for the development of these; ensuring the template amendment approvals process is adhered to; that the Faculty Field requirements accurately reflect and contribute to the Faculty's Teaching and Learning initiatives; and advising key Education Portfolio staff when changes are required
3. Manage and monitor the implementation and support of corporate educational technologies within the Faculty ensuring technologies are fit for purpose, foster new learning and teaching initiatives, support strategic plans and agendas, address future needs and leverage off university enterprise systems as appropriate
4. Manage and monitor University Learning Systems (inclusive of Moodle) within the Faculty ensuring: participation in system development, implementation and review, and advocating and negotiating as required with key areas across the University; providing authoritative advice to key Education Portfolio staff as appropriate on site and template quality; a quality online teaching and learning environment is maintained and reflects Faculty teaching and learning policy, expectations and requirements
5. Manage and ensure the timely preparation and delivery, of professional development opportunities and instructional resources that reflect Faculty teaching and learning initiatives and expectations, which assist Faculty staff to engage with and deliver high quality flexible teaching opportunities which have a focus on student engagement
6. Work collaboratively with the Education Designer Coordinator, Manager – Education Services and key Education Portfolio staff on identifying, developing and implementing, strategic and operational planning requirements for education technologies support, which adequately substantiates Faculty Learning and Teaching initiatives as the relate to key Faculty and University objectives
7. Provide high level consultation and support to Education Portfolio key responsibilities and initiatives including; prepare and analyse data to support Education Portfolio teaching and learning projects, advice to the preparation and regular review of policies and procedures relating to the work of the Teaching and Learning Support team and the Education Portfolio; promote and support the strategic and operational objectives of the Faculty as it engages with the University's teaching and learning transformation agenda
8. Develop and nurture a collaborative work environment that fosters high achievement, effective teamwork and continuous improvement, while actively managing and accessing staff performance, identifying appropriate work goals and professional development needs

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - A degree and subsequent relevant work experience and management expertise; or
 - an equivalent alternate combination of relevant knowledge, training and/or experience preferably in an online/flexible teaching and learning environment

Knowledge and Skills

2. High level knowledge of current and emerging blended/online/flexible teaching and learning approaches and technologies including administration, pedagogy, and implementation of educational software, learning systems/applications such as Moodle, Turnitin, Google Apps for Education, video management and virtual classrooms
3. Demonstrated staff management expertise and experience with evidence of high level mentoring, professional development and performance management skills; and commitment to a collaborative and positive team culture
4. Proven ability to work independently and effectively through exercising self-motivation and initiative, and demonstrating a capacity to identify and solve problems with astute and sensitive judgement
5. Demonstrated organisational time and project management skills including the ability to prioritise, plan and manage competing team priorities within strict timeframes, while maintaining high accuracy and quality standards
6. Ability to work effectively with stakeholders through the demonstration of: excellent communication, negotiation and interpersonal skills; the ability to interpret, advise and apply policy and procedures; analyse information; and produce clear succinct reports and documents
7. Highly developed investigative, conceptual and analytical, problem solving, with a proven ability to develop creative solutions, identify potential issues and diagnose problems and make considered recommendations for issue resolution

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.