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| Description: ANU_LOGO_mono black_FA.jpg | **Position Description** |

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| **College/Division:** | ANU College of Health and Medicine |
| **Faculty/School/Centre:**  | **ANU Medical School** |
| **Department/Unit:**  | 56000 |
| **Location:** | Canberra, ACT |
| **Position Title:**  | TELT Manager |
| **Classification:** | ANU Officer Grade 8 (Administration) |
| **Position No:** |  |
| **Responsible to:** | School Manager |
| **Positions reporting to this role:** | 1 |
| **Delegation(s) Assigned:** | D6 |
| **PURPOSE STATEMENT:**The [ANU Medical School](http://medicalschool.anu.edu.au/) educates and develops medical graduates who practise medicine with compassion, conscience and professional excellence and with a knowledge of Aboriginal and Torres Strait Islander health and culture. The School partners with a number of healthcare organisations to deliver clinical teaching and training including but not limited to ACT Health, Calvary Healthcare ACT, and community practices throughout the ACT, and south-eastern NSW. The Medical School is committed to extending the boundaries of medical knowledge and improving the health system through research, and to providing students with a research led educational experience. Research is conducted over a range of disciplines, spanning basic science, clinical medicine and implementation into policy and practice. Collaborations extend beyond ANU medical and health sciences, to other universities, governments and communities in the region as well as industry bodies, attracting national and international researchers and higher degree research candidates.The Medical School is accredited by the Australian Medical Council which sets standards for education, training and assessment in all phases of medical education. Our education unit has a central role in ensuring integrity of the admissions process and provides academic leadership and administrative support for staff engaged in teaching, and for the students enrolled in our programs. We are committed to the advancement of Aboriginal and/or Torres Strait Islander people, providing an alternative admissions pathway, competitive access to a dedicated ‘Indigenous Health Stream’ of medical education, and through clinical placements in remote locations. The Doctor of Medicine and Surgery, *Medicinae ac Chirurgiae Doctoranda* (MChD) rural stream provides access to medical education for students from rural locations, and rural learning experience for all students in the ANU MChD program.**KEY ACCOUNTABILITY AREAS:****Position Dimension & Relationships:** The TELT Manager works under the broad direction of the School Manager, and operates under the direction of the Medical School TELT Academic Lead. The position provides advice and support to academic and professional staff, clinicians and students on educational design and educational technologies in line with the School’s objectives. The position leads a small team and may lead or contribute to: working with teams on educational design and/or educational technology projects; developing and delivering professional learning for staff and students; and related evaluation activities. The appointee will be expected to liaise with a network of similar professionals across the University and contribute to the TELT Working Party and initiatives, and build professional relationships with faculty, clinicians and professional staff within the School, University and ACT Health.**Role Statement:**Under broad direction, the TELT Manager will:* Lead and manage the educational technologies required for implementation of the School’s strategies, including the business analysis, procurement, implementation and evaluation of new technologies and systems.
* Be responsible for high quality educational projects (curriculum design, teaching and learning, assessment) using relevant pedagogical and technological approaches.
* Lead and manage the TELT professional team, including workload, performance and professional development.
* Develop and deliver training and support to academics, clinicians, professional staff and students
* Participate in projects, working parties, committees or discussions as required, and where necessary represent the interests of the School in wider fora.
* Undertake ongoing professional development and remain current with the latest research and best practice in education and technologies, including participating in internal and external networks.
* Support a service improvement culture, working collaboratively to consult and gather information, identify obstacles and implement solutions to overcome those obstacles and achieve identified objectives.
* Comply with all ANU policies and procedures and School governance and regulatory compliance, in particular those relating to work health and safety, equal opportunity, code of conduct and sustainable work practices.
* Perform other duties as required, consistent with the classification level of the position and in line with the principles of multi-skilling.

Note:As a multi campus School all staff are required to hold a current driver’s licence.**SELECTION CRITERIA:**1. Relevant qualification in education, educational design, educational technologies or relevant discipline or an equivalent combination of relevant experience and expertise in high quality educational design/technology, preferably in the higher education sector. Completion of or progress towards a postgraduate qualification and/or a background or experience in medical/health science would be highly regarded.
2. Demonstrated ability to facilitate effective and efficient projects and processes, with experience in successfully undertaking business analysis and implementation.
3. Demonstrated initiative and experience supervising staff and working effectively as part of a high-performing team.
4. Demonstrated ability to respond to inquiries, identify problems and solutions, provide training, advice or support and initiate follow-up action in a client-service role.
5. Demonstrated high-level communication skills, both written and oral, including the ability to liaise and negotiate effectively with a diverse range of stakeholders, and ability to write for multiple audiences, especially online environments.
6. Demonstrated high-level understanding of equal opportunity principles and policies and a commitment to the application of these policies in a University context.
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| **Delegate Signature:** |  | **Date:** | December 2019 |
| Printed Name: | Katrina Chapple | **Position:** | School Manager, ANU Medical School |
| **References:** |
| [Professional Staff Classification Descriptors](https://services.anu.edu.au/human-resources/enterprise-agreement/schedule-5-professional-staff-classification-descriptors) |

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|  | **Pre-Employment Work Environment Report** |

# Position Details

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| **College/Div/Centre** | College of Health and Medicine | **Dept/School/Section** | ANU Medical School |
| **Position Title** | TELT Manager | **Classification** | ANU08 (Administration) |
| **Position No.** | TBA | **Reference No.** | TBA |

In accordance with the Work Health and Safety Act 2011 (Cth) the University has a duty to provide a safe workplace.

1. This form must be completed by the Supervisor of the advertised position and forwarded with the job requisition to Recruitment and Appointments Branch, Human Resources Division. Without this form jobs cannot be advertised.
2. This form is used to advise potential applicants of work environment hazards prior to application.
3. Once an applicant has been selected for the position consideration should be given to their inclusion on the University’s Health Surveillance Program where appropriate – see [Health Surveillance Procedure](https://policies.anu.edu.au/ppl/document/ANUP_000504)
4. Enrolment on relevant Work, Health and Safety (WHS) training courses should also be arranged – see [WHS Training & Induction](http://hr.anu.edu.au/staff-health-and-wellbeing/ohs/training-and-induction)
5. Consideration should be given as to whether ‘Regular’ hazards identified below should be listed as ‘Essential’ in the Selection Criteria

# Potential Hazards

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| 1. 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.
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| **TASK** | **regular** |  | **occasional** |  | **TASK** | **regular** |  | **occasional** |
| keyboarding | [x]  |  | [ ]  |  | laboratory work | [ ]  |  | [ ]  |
| lifting, manual handling | [ ]  |  | [ ]  |  | work at heights | [ ]  |  | [ ]  |
| repetitive manual tasks | [ ]  |  | [ ]  |  | work in confined spaces | [ ]  |  | [ ]  |
| catering / food preparation | [ ]  |  | [ ]  |  | noise / vibration | [ ]  |  | [ ]  |
| fieldwork & travel | [ ]  |  | [x]  |  | electricity | [ ]  |  | [ ]  |
| driving a vehicle | [ ]  |  | [x]  |  |  |  |  |  |
| **NON-IONIZING RADIATION** |  |  |  |  | **IONIZING RADIATION** |  |  |  |
| solar | [ ]  |  | [ ]  |  | gamma, x-rays | [ ]  |  | [ ]  |
| ultraviolet | [ ]  |  | [ ]  |  | beta particles | [ ]  |  | [ ]  |
| infra-red | [ ]  |  | [ ]  |  | nuclear particles | [ ]  |  | [ ]  |
| laser | [ ]  |  | [ ]  |  |  |  |  |  |
| radio frequency | [ ]  |  | [ ]  |  |  |  |  |  |
| **CHEMICALS** |  |  |  |  | **BIOLOGICAL MATERIALS** |  |  |  |
| hazardous substances | [ ]  |  | [ ]  |  | microbiological materials | [ ]  |  | [ ]  |
| allergens | [ ]  |  | [ ]  |  | potential biological allergens | [ ]  |  | [ ]  |
| cytotoxics | [ ]  |  | [ ]  |  | laboratory animals or insects | [ ]  |  | [ ]  |
| mutagens/teratogens/carcinogens | [ ]  |  | [ ]  |  | clinical specimens, including blood | [ ]  |  | [ ]  |
| pesticides / herbicides | [ ]  |  | [ ]  |  | genetically-manipulated specimens | [ ]  |  | [ ]  |
|  |  |  |  |  | immunisations | [ ]  |  | [ ]  |
| **OTHER POTENTIAL HAZARDS (please specify):** |

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| **Supervisor’s Signature:**  |  | **Print Name:** | Katrina Chapple | **Date:** | **November 2019** |