

Position Description

Senior Online Education Designer

Position No:	50148158
Business Unit:	Deputy Vice-Chancellor (Education)
Division:	Education Services
Department:	Education Services
Classification:	Higher Education Officer (HEO) 8
Employment Type:	Continuing, Full time
Campus Location:	Melbourne (Bundoora)
Other Benefits:	http://www.latrobe.edu.au/jobs/working/benefits

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

Position Purpose

The Senior Online Education Designer works with the Manager, Online Education and is responsible for contributing to the delivery of quality online education developments with and across schools, including quality assurance. The position works closely in a matrix team structure with staff from across the University including Schools, Student Services and within the portfolio of the Deputy Vice-Chancellor Academic, including other Education Services teams, Quality and Standards and the Library.

Duties

- Design and deliver high quality, best-practice quality online course and curriculum design support to schools.
- Design, coordinate and deliver high quality professional development in online pedagogy and design.
- Manage staff performing a related set of functions, usually with distinct areas of expertise; including the allocation of responsibilities, review of performance, training and development of staff and development or oversight of program procedures, priorities and quality control systems including budgets for the function concerned to more senior managers. Lead and coordinate design processes drawing on a range of contemporary engagement techniques to support the collaborative design of online learning experiences and products.
- Develop and enable the capability of staff within the work area by managing their performance and mentor them to better meet current and future role requirements. In doing this, provide staff with constructive feedback and support for high quality performance contributions.
- Provide recommendations on quality enhancements to the systems and related tools and platforms such as the Learning Management System to ensure functionality is contemporary and meets the needs of both staff and students.
- Make effective use of quality assurance processes, schedules and reporting to support schools to manage the local development of online education programs.
- Contribute to the development and delivery of educational recognition programs
- Maintain continuous improvement of services, accountability and quality within online education programs and activities
- Provide advice to the Manager, Online Education on the effectiveness of online education advancement activities across the University
- May oversee a number of projects, to ensure each project is managed and delivered to specification, time and budget.
- Evaluates existing service provision, keeping abreast of feedback and broader developments in the external market place, to ensure appropriate developments and innovative solutions are proposed that consistently enhance and maximise service quality, efficiency and continuity.

Key Selection Criteria

- A degree with substantial extension of relevant knowledge and skill through professional experience, or an equivalent combination of relevant knowledge, training and/or experience. For an academic appointment, demonstrated scholarship in the field.
- Demonstrated capability in the design and delivery of effective online education in the tertiary education environment to achieve a rich student experience.
- Demonstrated knowledge of a wide range of models of online education and user-centred design practice, and their application in teaching contexts.
- Demonstrated capacity to work quickly to problem solve, develop and implement effective and accountable plans for project delivery, and to manage priorities in a matrix team environment.
- Demonstrated ability to deliver effective and engaging participatory professional development programs.
- Well-developed verbal and written communication skills, with demonstrated ability to engage collegially and effectively with academic and professional staff, and the ability to negotiate effectively with all stakeholders.

- Demonstrated management and leadership skills with experience in managing and leading staff to promote a cohesive and effective team and managing workflows.
- Ability to develop innovative methodologies or take a leading role in the application of proven techniques involving considerable theoretical and technical sophistication.
- Demonstrated ability to manage multiple stakeholders to achieve stated outcomes.
- Demonstrated high level of self-motivation and personal management skills.
- Experience developing innovative solutions and contributing to strategic planning.
- Strong interpersonal skills including ability to negotiate, motivate, influence and build relationships.
- Proven experience and success in managing staff performance and development.

Capabilities

- Knowledge of own strengths, weaknesses and biases – modifying behaviour, based on self-reflection and feedback, to respond to others with empathy and act on feedback to improve knowledge, skills and behaviour.
- Ability to work collaboratively, demonstrate inclusivity and tailor communication in a way that is meaningful to the audience – consistently modelling accountability, connectedness, innovation and care.
- Demonstrated creative and critical thinking, ability to generate ideas to solve local problems and recommend improvements to current work practices.

Essential Compliance Requirements

To hold this La Trobe University, position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working with Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

Other Information

The position description is indicative of the initial expectation of the role and subject to changes to University goals and priorities, activities or focus of the job.

Position Flexibility

La Trobe University is committed to providing a diverse, inclusive and respectful working environment for all staff. We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

Why La Trobe:

- Develop your career at an innovative, global university where you'll collaborate with community and industry to create impact.
- Enjoy working on our inspiring and stunning campuses – the perfect hub for industry, students and academics
- Help transform the lives of students, partners and communities now and in the future

This is more than just a job. Working at La Trobe offers opportunities to demonstrate excellence and transform lives.

Here, you'll join exceptional people, partners and communities, who power our operations with ambition and purpose.

We are forward-looking and culturally inclusive. We continuously review, improve and transform our processes to embrace new, flexible approaches. That means you'll always have the opportunity to succeed and make a difference.

La Trobe's Cultural Qualities:



We are accountable

*We strive for excellence in everything we do.
We hold each other and ourselves to
account, and work to the highest standard.*



We are connected

*We connect to the world outside – the
students and communities we serve, both
locally and globally*



We are innovative

*We tackle the big issues of our time to
transform the lives of our students and
society.*



We care

*We care about what we do and why we do it.
We believe in the power of education and
research to transform lives and global
society. We care about being the difference
in the lives of our students and communities*

For Human Resource Use Only

Initials:

Date: