



**Australian  
National  
University**

## Position Description

<b>College/Division:</b>	<b>ANU College of Arts &amp; Social Sciences (CASS)</b>
<b>Faculty/School/Centre:</b>	<b>College Administration</b>
<b>Department/Unit:</b>	<b>Educational Development Studio (EDS)</b>
<b>Position Title:</b>	<b>Education Technologist</b>
<b>Classification:</b>	<b>ANU Officer Grade 5/6 (Information Technology)</b>
<b>Position No:</b>	
<b>Responsible to:</b>	<b>Senior Educational Developer</b>
<b>Number of positions that report to this role:</b>	<b>0</b>
<b>Delegation(s) Assigned:</b>	<b>NIL</b>

### PURPOSE STATEMENT:

The position provides advice, technical and design support for the learning and teaching technology supported by the EDS Team particularly in the areas of Wattle (the ANU's Learning Management System), Web 2.0 and rich media.

### KEY ACCOUNTABILITY AREAS:

#### Position Dimension & Relationships:

The Education Technologist will work with the Senior Educational Developer and other members of the Education Development Studio to provide essential technical expertise and advice to support the goals and objectives of the College Operational Plan. The Education Technologist will, in close cooperation with colleagues in the Education Development Studio to assist academic staff to develop flexible approaches to their teaching. In addition to this primary relationship, the Education Technologist will also liaise with administrative and other professional staff in the College and across the University.

### Role Statement:

Under the broad direction of the Senior Educational Developer:

- Provide advice, technical and design support, consultation and assistance to staff in the use of webbased applications, especially the use of educational technologies for the development and delivery of teaching and learning materials, and the use of collaborative technologies for research, project and administrative work.
- As part of the team, develop integrated support mechanisms for staff and students in the use of collaborative technologies as well as content management and course management technologies. This will include strategically targeted training, documentation and self-help resources.
- Support the development and integration of online learning and collaboration environments and related systems.
- Evaluate the effectiveness of support services for online learning and collaboration.
- Participate in nominated projects within the EDS team including perform support tasks associated with projects and services to resolve problems in relation to providing a client focused service for the educational technologies supported by the group.
- Maintain and develop technical knowledge and management skills through training, study and the exchange of knowledge to ensure best practice and to provide sound advice on technical developments and educational design.
- Undertake other duties as directed, consistent with the nature and level of the position.
- Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity

**SELECTION CRITERIA:**

1. Relevant experience in a training/education/e-learning environment and technical expertise. Relevant qualifications will be highly regarded.
2. Experience in supporting web based applications, such as learning management systems, (Moodle) content management systems and digital repositories and a demonstrated understanding of educational design principles in the context of online learning and collaborative environments.
3. Experience and proven record of service delivery and demonstrated technical ability of IT systems and their underlying technologies in supporting client focused services and applications relating to teaching and learning and digital resources. Programming skills, particularly in the development of web-based learning materials is desirable.
4. Well-developed communication skills with the capacity to deliver training and presentations to small groups, targeted to audiences of diverse abilities and backgrounds.
5. Ability to work within an innovative and flexible work team by contributing new ideas, evaluating systems and processes and displaying a commitment to continuous improvement.
6. Demonstrated ability to work independently with a minimum amount of direction as well as a member of a team, and to be resourceful, creative and forward thinking.
7. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a University context.

*ANU Officer Levels 5 and 6 are broadbanded in this stream. It is expected that at the higher levels within the broadband occupants will have a deeper understanding, and a more independent application, of the research theory and techniques.*

*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.*

<b>Supervisor/Delegate Name:</b>	<b>Grazia Scotellaro</b>	<b>Date:</b>	<b>23-2-2023</b>
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**References:**

[Professional Staff Classification Descriptors](#)



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# Pre-Employment Work Environment Report

## Position Details

College/Div/Centre	CASS	Dept/School/Section	Educational Development Studio
Position Title	Education Technologist	Classification	ANUO 5/6 (IT)
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](http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp)

## Potential Hazards

- 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 type="checkbox"/>	work at heights	<input type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks	<input type="checkbox"/>	<input type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
Organizing events	<input type="checkbox"/>	<input type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
fieldwork & travel	<input type="checkbox"/>	<input type="checkbox"/>	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<input type="checkbox"/>			
<b>NON-IONIZING RADIATION</b>			<b>IONIZING RADIATION</b>		
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"/>			
<b>CHEMICALS</b>			<b>BIOLOGICAL MATERIALS</b>		
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/ carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
			immunisations	<input type="checkbox"/>	<input type="checkbox"/>
<b>OTHER POTENTIAL HAZARDS (please specify):</b>					
<b>Supervisor/Delegate Name:</b>		Grazia Scotellaro	<b>Date:</b>	23-2-2023	