



Position Description

Sub-Dean (Learning Technology) and Faculty Business Partner

Division of Learning and Teaching

Classification	Level C/D plus Sub-Dean allowance (conditions)
Delegation band	Delegations and Authorisations Policy (see Section 3)
Special conditions	Conditions of the appointment are set out in the Academic Institutional Leadership Positions Appointments policy
Workload allocation	<p>The workload allocation for this academic position primarily consists of contributions to academic administration and management, and leadership both internal and external to the University, professionally related engagement within the professions/ disciplines and the community.</p> <p>The work function for this position will be classified as 'other' given it differs from those classifications normally expressed under clause 30 of the Charles Sturt University Enterprise Agreement 2018-2022. The specific tasks associated with workload allocation shall be determined by the supervisor.</p>
Workplace agreement	Charles Sturt University Enterprise Agreement
Date last reviewed	September 2021



About Charles Sturt University

Purpose

The Wiradjuri phrase *yindyamarra winhanganha* means the wisdom of respectfully knowing how to live well in a world worth living in. This phrase represents who we are at Charles Sturt University – our ethos. It comes from traditional Indigenous Australian knowledge, but it also speaks to the vision of the university – to develop and spread wisdom to make the world a better place.

Vision

Charles Sturt University is set to undergo a decade of great reform that will see the university characterised by these key elements:

- An uncompromising drive towards excellence in every aspect of its operations
- A far-reaching strategic re-positioning of teaching, learning, research, and innovation
- A cementing of our position as Australia's pre-eminent rural and regional university

The overarching aim is to consolidate our institution so that it is demonstrably more resilient and sustainable by the end of the decade.

Goals

To deliver on our Purpose and Vision, the university has three key goals:

1. Maintain the university's position in the top five Australian universities for graduate outcomes based on employment and salary
2. Embed a culture of excellence across all aspects of the university's operations
3. Exponential growth in research, development, and innovation income in our chosen areas, delivering high impact outcomes for regional Australia

Our values

Charles Sturt has a proud history and is fortunate to have an outstanding group of diverse, passionate, and engaged people working with us. Our values of insightful, inclusive, impactful, and inspiring guide our behaviours and ways of working to help us achieve our ethos of creating a world worth living in.

Performance measures

In addition to the principal responsibilities senior leaders will be required to contribute to the success of the university strategy including meeting the eight key university key performance indicators:

Our Students	Commencing Progress Rate Student Experience
Our Research	Research Income Research Quality and Impact
Our People	All Injury Frequency Rate Engagement
Our Social Responsibility	Underlying Operating Result Community and Partner Sentiment



Division of Learning and Teaching

The Division of Learning and Teaching (DLT) works in partnership with Faculties, Schools and Divisions to deliver exceptional learning and teaching experiences for our staff and students. We do this through providing leadership and support in course and subject design and development, academic development and learning technologies.

The Division sits within the Academic portfolio and reports to the Provost and Deputy Vice-Chancellor (Academic). There are three main portfolios within the Division all led by a respective Sub-Dean:

Academic and Professional Development: This team offers leadership in excellence in teaching in courses and subjects ensuring quality learning experiences for all our students. It provides leadership in a range of programs that provide: Professional Learning and Development for Teaching; Academic Career Development; Reward and recognition of excellence in teaching; and Scholarship of Teaching and Learning.

Design and Development: This team provides leadership and support to the faculties in course and subject design and development. It facilitates course and subject review, design and development; consultation on, and evaluation of curriculum, assessment and pedagogy; and the creation of high-quality digital learning resources to enhance the student learning experience.

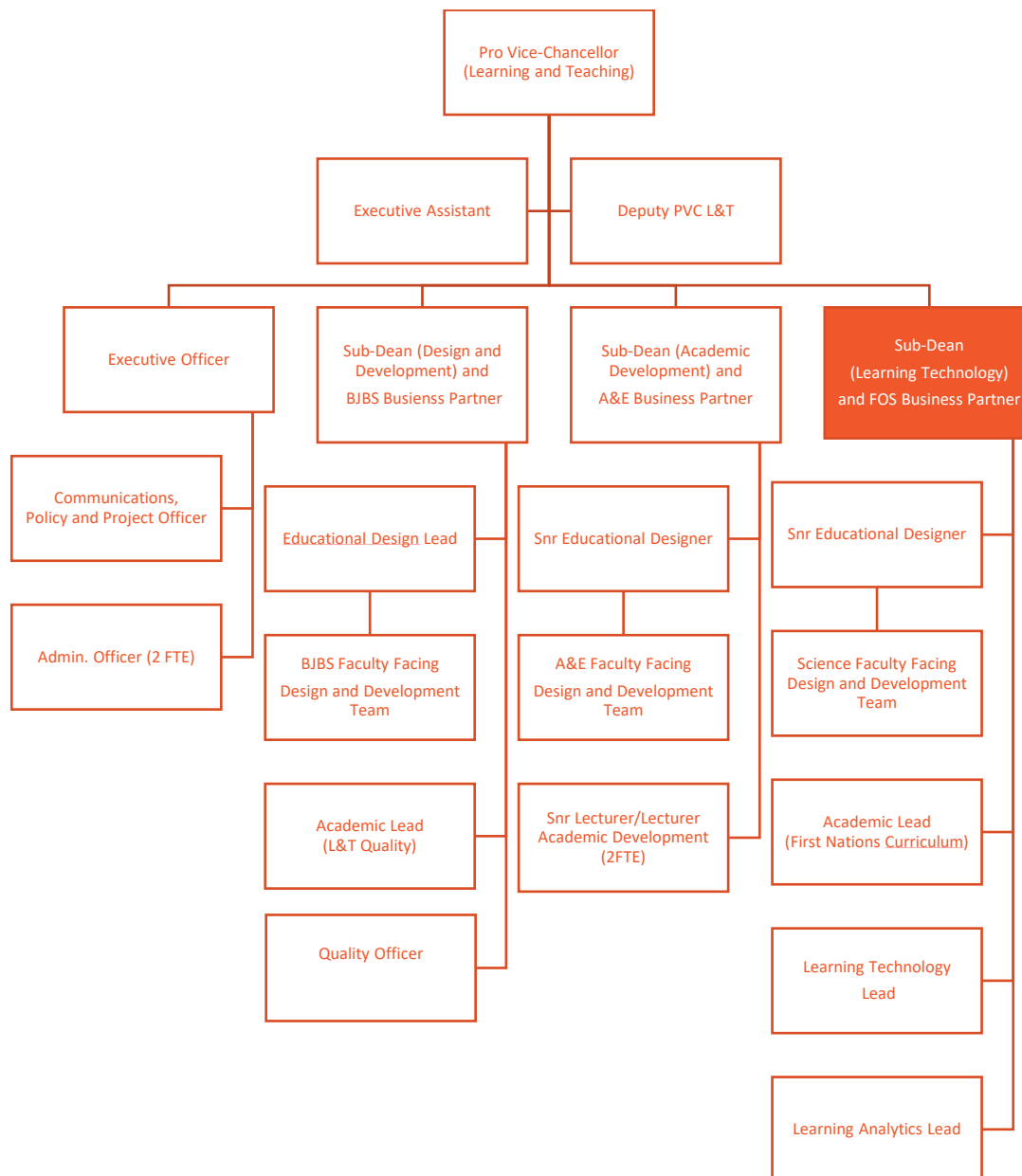
Learning Technology: This team provides leadership to the faculties on the latest learning technologies, innovations, and developments, while also delivering professional development programs and resources for professional and academic staff. It focuses on using learning technologies and learning analytics to enable high-quality design, development, and teaching.

Gulaay: Gulaay is a Wiradjuri word for 'bridge' or 'to cross over' and was given by Aunty Gloria Dindima Rogers to acknowledge the work being done across cultures. Gulaay reflects the Division's ongoing commitment to Indigenous curriculum and cultural competency. It supports the Indigenous Australian content in courses and Charles Sturt Indigenous Education Strategy and oversees the Indigenous Cultural Competency Program (ICCP).

The Division has a matrix structure with academic and professional staff working across these portfolios and in three faculty-aligned service teams supported by several specialist roles. Each of the faculty service teams works in partnership with a respective faculty.



Organisational chart



Reporting relationship

This position reports to: Pro Vice-Chancellor (Learning and Teaching)

This position supervises:

- Senior Educational Designer
- Academic Lead (First Nations Curriculum)
- Learning Analytics Lead
- Learning Technology Lead
- Indigenous Cadet



Key working relationships

- Pro Vice-Chancellor (Learning and Teaching)
- Deputy Pro Vice-Chancellor (Learning and Teaching)
- Other Sub- Dean Faculty Business Partners
- Digital Media Lead
- Educational Design Lead
- Senior Digital Media Technologist
- Associate Deans (Academic)
- Sub Deans Learning and Teaching
- Heads of School
- Associate Heads of School (Learning and Teaching)

Position overview

The Sub-Dean (Learning Technology) collaborates with Division of Learning and Teaching (DLT) leadership to make recommendations on strategic directions in the provision of learning technologies through the review of new and existing learning technologies. They work with the PVC (Learning and Teaching) to establish and refine policies, processes, and systems for responsive support for academic staff across the three Faculty Service Teams.

Sub-Dean Faculty Business Partners (Sub-Deans) also leads a team of Educational Designers, Digital Media Technologists and Learning Resources Officers supporting the design, development and delivery of subjects and courses for their designated faculty. They work closely with Faculty and DLT leadership to ensure that the services provided best meet Faculty needs and University strategic directions.

Principal responsibilities

- Collaborate with Faculty Leadership, the PVC / Deputy PVC (Learning & Teaching) and other Faculty Business Partners in ensuring that the services provided best meet Faculty needs and University strategic directions.
- Collaborate with DLT leadership to make recommendations on strategic directions in the provision of learning technologies through the review of new and existing learning technologies.
- Collaborate with the PVC / Deputy-PVC (Learning & Teaching) in evaluating and refining processes and systems for responsive support for academic staff, drawing on an awareness of trends and practices across the sector.
- Lead a high performing course and subject design, development and delivery team, including managing and supporting the Senior Educational Designer and Academic Lead (First Nations) to create a nurturing respectful, trusting, and collaborative working environment that also provides responsive support to academic staff in delivering quality online, blended and face to face learning experiences to students.
- Oversee the work of the Learning Technology and Learning Analytics Leads in supporting technology-enhanced and evidence-based decision making in course and subject design, development and delivery and capacity development of Educational Designers.



- Oversee implementation of quality assurance and improvement strategies to ensure measurable and visible adherence to quality standards, learning models and university policies in course and subject design, development, and delivery.

Role-specific capabilities

Focus on service	Strive to meet needs and exceed expectations of our students, communities, and colleagues (performance focus, quality outcomes, student welfare, equity and conduct).
Innovative	With creativity at our core, be open to new ideas and seek to find better ways.
Live our values	Uphold the Charles Sturt University values daily in our own behaviours and interactions with others.
Adapt to change	Explore the reasons for change and be willing to accept new ideas and initiatives.
Lead and supervise	Set directions and standards, delegate, motivate, empower, develop others, recruit talent.

Physical capabilities

The incumbent may be required to perform the following.

- Work in other environments beyond your base campus, such as other campuses.
- On occasion drive a university vehicle distances up to 500km per day within the terms of the university's [Driver Safety Guidelines](#)
- Perform in an accurate and timely manner push/pull, reaching, grasping, fine manipulation tasks, including lifting items up to 10kg.



Selection criteria

Applicants are expected to address the selection criteria when applying for this position.

Essential

- A. A doctoral qualification in education; or a doctoral qualification in another discipline along with published scholarship relating to education; or equivalent accreditation and standing.
- B. A record of academic achievement of national and/or international standing through outstanding contributions, including academic leadership, to the scholarship of teaching and/or research and/or professional activity in an area relevant to University Learning and Teaching, as well as demonstrated ability to locate and critically review learning and teaching research findings and identify implications for practice.
- C. Sustained track record of undertaking high quality university course and subject design, development and delivery including online and blended modes drawing on subject and course evaluation data.
- D. Exceptional knowledge and sustained experience with learning technologies; including reviewing new technologies and establishing/applying policy frameworks to ensure a high-quality student experience.
- E. Proven analytical skills with the ability to develop creative solutions to complex operational problems.
- F. Experience leading, managing, and supporting educational service delivery or teaching teams, ensuring their focus and performance are consistent with client or student needs, performance standards and the goals and strategies of the organisation.
- G. Highly developed communication, interpersonal and influencing skills, including demonstrated ability to establish and maintain professional relationships both internally and external to the organisation.

