



## Position Description

<b>College/Division:</b>	College of Engineering and Computer Science
<b>Department/Unit:</b>	School of Computing
<b>Position Title:</b>	Educational Technologist
<b>Classification:</b>	ANU Officer 6/7 (Administration)
<b>Position No:</b>	TBC
<b>Responsible to:</b>	Associate Director (Education)

### PURPOSE STATEMENT:

The College of Engineering and Computer Science (CECS) consists of three schools; the School of Computing, The School of Engineering and the School of Cybernetics. The Education portfolio within the School of Computing exists to promote, support and foster better outcomes for our teaching community both within and outside the School of Computing. Services delivered by the Education portfolio enable better collective outcomes and contribute to the overarching (College-wide) strategy objectives.

### POSITION DIMENSION & RELATIONSHIPS:

The Educational Technologist, within the Education portfolio, liaises with all areas in the College and informally with a network of similar professionals across the University. The Educational Technologist operates under the direction of the Associate Director (Education) within the School of Computing education portfolio. The team as whole provides dedicated course support to meet the overall educational goals of the School and broader College.

### Role Statement:

Under broad direction, the Educational Technologist will:

1. Undertake specific tasks in support of day-to-day development and maintenance of courses and their infrastructure, using a range of technologies, in collaboration with team members and academic staff.
2. Organise and administer relevant activities, meetings and project tasks in support of educational development initiatives and new or revised courses, in consultation with team members and academic staff.
3. Act as a first point of contact for staff and students seeking support for teaching and learning activities & projects, with particular responsibility for supporting users of the University Learning Management System and other educational technologies.
4. Assist with computer science educational technology administration and training at School level.
5. Create, develop and manage high quality educational materials and resources, including web and/or multimedia-based online courseware for labs and assessment, in collaboration with team members and academic staff.
6. Provide support and assistance to School staff in rethinking teaching practice and in the design, use and implementation of innovative teaching and learning approaches, technologies and software.
7. Take responsibility for your own and others health and safety in the workplace and undertake OHS roles as required in the work area.
8. Other duties as consistent with the classification of this position.

## SELECTION CRITERIA:

1. A degree in a relevant field or an equivalent combination of extensive relevant experience and/or interest in computer science education; and courseware and software development skills.
2. Demonstrated experience working in web-based learning environments and using technologies such as Learning Management Systems, Piazza, Git, GitHub/GitLab, and GitHub/GitLab Pages.
3. Demonstrated initiative, the ability to think strategically and the ability to work as part of a small, client-focused team and organise competing work priorities.
4. Demonstrated high level of oral and written communication, facilitation and interpersonal skills. Regard for academic values and ability to work with academics and students in a collegial environment.
5. Demonstrated ability to respond to inquiries, identify problems, provide advice or support and initiate follow-up action in a client-service role.
6. Demonstrated ability to develop and manage educational resource materials, collect and collate data, prepare reports and documentation using a range of technologies.
7. A demonstrated general knowledge and understanding of equal opportunity principles and policies and a commitment to their application in a university context.

*ANU Officer Levels 6 and 7 are broad banded in this stream. It is expected that at the higher levels within the broadband occupants, through experience, will have developed skills and expertise enabling them to more independently perform the full range of duties at a higher level, and that more time will be spent on the more complex functions of the position.*

***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.***

**References:** [Professional Staff Classification Descriptors](#)



Australian  
National  
University

# Pre-Employment Work Environment Report

## Position Details

<b>College/Div/Centre</b>	College of Engineering and Computer Science	<b>Dept/School/Section</b>	School of Computing
<b>Position Title</b>	Education Technologists	<b>Classification</b>	ANU6/7
<b>Position No.</b>		<b>Reference No.</b>	

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 forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.
- 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 checked="" 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/	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
carcinogens			genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<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>			<i>Jasmine Jury</i>	<b>Date:</b>	<i>07/06/2021</i>