

## POSITION DESCRIPTION

Position Title:	Manager, Learning Innovation and Transformation
Business Unit:	Learning and Teaching
Appointment Level:	UC Level 9
Reporting To:	Director, Learning and Teaching
Number of Direct Reports:	7
Delegation Band:	Band 6
Position Number:	TBC

## THE UNIVERSITY OF CANBERRA

The University of Canberra is a young University anchored in the national capital and works with government, business, and industry to serve our communities and nation. The University of Canberra challenges the status quo; always pursuing better ways to teach, learn, research, and add value – locally and internationally.

Our purpose is to provide education which offers high quality transformative experiences; to engage in research which makes a difference to the world around us; and to contribute to the building of just, prosperous, healthy, and sustainable communities.

The University of Canberra has recently established its long-term ambitions through its new decadal strategy: *Connected*. Through its three objectives (Connected to Canberra, Connected for life and Connected UC), the University of Canberra aims to build sustainable communities through deep collaborations that are locally focused and globally relevant, partner for life with our students to shape our economic, social and cultural futures and deliver an outstanding, digitally connected experience that removes barriers to accessing higher education.

## OUR PURPOSE AND VALUES

Our [purpose and values](#) are the heart of this university. They describe our core identity: who we are and how we behave at the University of Canberra. They were developed by our people for our people.

## GALAMBANY

Together we work to empower, connect and share knowledge with our people, cultures and places



## **BUSINESS UNIT OVERVIEW**

Learning and Teaching provides support to the University of Canberra (UC) in developing and implementing good practice curriculum development and learning design, assessment and feedback processes, and teaching and course quality. It supports and provides academic staff development for teaching quality and skills development, and manages UC's educational technologies and scholarly information resources. It develops and manages UC's academic policies and course lifecycle management processes. It provides resources and workshops to support academic staff development, including Higher Education Academic Fellowship support.

## **POSITION PURPOSE**

The Manager, Learning Innovation and Transformation provides leadership, strategic development and management to the Learning Innovation and Transformation team. This team provides education design support to faculties, including course initiation, design, development approvals and implementation, as well as the provision of Learning Management System (LMS) support.

The Manager leads the team to apply good practice in educational and learning design, utilising innovative pedagogies and use of educational technology. This includes monitoring and recommending approaches consistent with emerging trends in the sector, including innovative assessment and artificial intelligence. As well as leading the Support and Innovation team to deliver professional development, building LMS capability throughout education design and delivery.

The role facilitates a strong working partnership with faculties and the Course Quality and Assurance team within Learning and Teaching to deliver these goals. The Manager will work collaboratively with academics and other key stakeholders to provide high-quality education design support and enhance course quality underpinned by sound pedagogical principles, with a focus on enhancing student learning outcomes.

## **PRIMARY RESPONSIBILITIES**

The occupant of this position will be required to:

- Provide strategic advice to the Director, Learning and Teaching and the Pro Vice Chancellor (Education) on developing education design capacity and course quality at UC;
- Provide thought leadership and strategic direction for educational design and LMS support;
- Provide professional leadership and direction to staff in Educational Design and Support and Innovation, to develop and deliver innovative initiatives to meet university objectives;
- Ensure development and engagement of highly capable, aligned and high performing Learning Innovation and Transformation Team;
- Build strong partnerships with Associate Deans (Education) and academic staff to agree and deliver strategic priorities and associated work;
- Lead innovation in pedagogical practice and use of educational technologies to support faculties in the design of engaging student-centred learning experiences through innovative professional/academic development;
- Ensure that quality and accessibility is supported by the virtual learning environment;
- Contribute to reports and other documents submitted to governance committees;
- Other duties appropriate to the classification, as required.

## KEY CAPABILITIES

Key Capabilities	Descriptors
1. Leadership	<p>1.1 Proactively addresses challenging issues and takes responsibility for seeing issues through. Assist team members to recognise barriers and overcome them.</p> <p>1.2 Connects the University Strategic Plan with the Portfolio and reinforces connections with other staff.</p> <p>1.3 Builds and communicates a clear and compelling path for others to choose to be committed and engaged.</p> <p>1.4 Champions and role models effective change while working to engage and enthuse others to embrace a vision of change.</p>
2. Effective Communication	<p>2.1 Adjusts message and delivery appropriate to audience.</p> <p>2.2 Listens to others and effectively communicates ideas.</p> <p>2.3 Produces accurate and effective information in a timely and efficient manner.</p> <p>2.4 Influences and negotiates persuasively.</p>
3. Collaboration	<p>3.1 Creates opportunities for communities of work colleagues.</p> <p>3.2 Looks beyond self and immediate team to add value to the whole University.</p> <p>3.3 Develops relationships with external parties. Seeks and acts on opportunities to connect external parties and partners to the University.</p>
4. Delivers results	<p>4.1 Delivers on agreed outcomes and escalates issues as appropriate.</p> <p>4.2 Identifies opportunities to improve processes and takes opportunities to problem solve to deliver outcomes.</p> <p>4.3 Responds effectively to changing circumstances and priorities.</p>
5. Business Acumen	<p>5.1 Understands the purpose of own position and how this contributes to the objectives of the University.</p> <p>5.2 Manages resources effectively.</p> <p>5.3 Understands the commercial context the University operates in.</p>
6. Service	<p>6.1 Delivers seamless customer focused service underpinned by simplified and efficient processes.</p> <p>6.2 Understands and anticipates the needs of our students and partners and can convert these into commercial outcomes.</p>
7. Digital Literacy and Innovation	<p>7.1 Demonstrates the ability to work fluently across a range of tools platforms and applications to achieve complex tasks.</p> <p>7.2 Demonstrates the capacity to adopt and develop new practices with digital technology in different settings; to use digital technologies in developing new ideas, projects, and opportunities.</p> <p>7.3 Incorporates digital literacy skills into own learning and the learning of others e.g., students, peers, supervisees.</p> <p>7.4 Appreciates the legal, ethical and security guidelines in the management, access and use of data.</p>

**Note:** This position requires a skill level that assumes knowledge or training equivalent to graduate qualifications, or extensive relevant experience, or an equivalent combination of relevant experience and/or education/training.

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**While at work, you must take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons. This includes:**

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- comply, so far as you are reasonably able, with any reasonable instruction that is given by the University to comply with the WHS Legislation
  - cooperate with any reasonable policy or procedure of the University relating to health or safety at the workplace that has been notified to workers
  - assume any additional duties as outlined in the WHS Procedure: Resources, Responsibility and Accountability
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