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Educational Development Manager

Faculty/Division	Arts, Design & Architecture
Classification Level	Professional 9
Hours & Span (Category)	G - Administrative, Clerical, Computing, Professional & Research Staff
Position number	00087822
Shiftwork status	NOT SHIFTWORKER
Allowances	N/A
On call arrangements	N/A
Original document creation	24 June 2024

Position Summary

The **Educational Development Manager** plays a key role within the Faculty of Arts, Design & Architecture by providing leadership and strategic thinking in the development and implementation of innovative learning practices and its link to technologies.

The role oversees a group of Educational Developers and Educational Technologists and the designing and developing of quality learning activities, modules, programs and courses in collaboration with academic staff to achieve learning and teaching strategies of the Faculty. The role works closely with all the program convenors and with centralised staff within the Office of the Pro Vice-Chancellor Education.

The role reports to the Manager, Education Innovation, supporting the Associate Dean (Education) and has 13 positions as direct reports.

Accountabilities

Specific accountabilities for this role include:

- Provision of high-level advice on a range of strategic and operational education support matter.

- Work collaboratively with academics to develop undergraduate and postgraduate curriculum, incorporating effective delivery strategies in engaging and accessible content formats, aligning learning activities, assessments and feedback.

- Design and develop quality online learning activities, modules, programs and courses in collaboration with academic staff, using proven pedagogical learning and teaching strategies to ensure improved learning and teaching outcomes in the Faculty.

- Develop strong relationships with key stakeholders through consultation and provision of advice on teaching planning and activities, toward developing and implementing innovative teaching strategies.

- Lead and supervise a high performing team, including appropriate performance management, capability building, direction and focus to sustain development and change in area of education.

- Develop and manage effective communications with key stakeholders, both internal and external, to ensure staff are well informed on the support, initiatives and opportunities available within the Educational Development portfolio.

- Drive a continual improvement culture by challenging current practice, looking for opportunities to improve and standardise processes and develop systems for the effective dissemination of best practice, key learnings and new developments.

- Interpret requirements and provide proactive advice and solution-focused action in a timely and accurate manner.

- Align with and actively demonstrate the Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](#) and the [UNSW Code of Conduct](#).

- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

Skills and Experience

- Relevant postgraduate qualification with extensive management experience or equivalent competence gained through any combination of education, training and experience.

- Extensive specialist expertise in Educational Development and Digital Learning in a large complex organisation and demonstrated experience delivering online learning materials.

- Excellent written and verbal communication skills, with a high level of attention to detail

for deliverables produced.

- *Sound stakeholder management skills, with the ability to influence senior management and liaise effectively with a range of stakeholders to ensure successful outcomes.*

- *Demonstrated experience developing and implementing systems or programs requiring integration of theoretical or technical knowledge in a complex, specialised environment.*

- *Excellent time management skills, with a demonstrated ability to respond to changing priorities, manage multiple tasks and meet competing deadlines by using judgement and initiative.*

- *Demonstrated ability to work collaboratively and productively within a team, but also to take initiative and work independently while managing competing demands.*

- *Significant experience in developing, delivering and continually improving processes and systems, including project management and change management processes.*

- *Extensive experience in people leadership managing the priorities and workloads of a diverse team to create a positive workplace culture and deliver quality outcomes.*

- *Sound understanding of University and Faculty administration, practices, policies and procedures, with strong consultation, influencing and negotiation skills.*

- *An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.*

- *Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.*

Pre-employment check required for this position

- *Criminal records check.*

About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.