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POSITION DESCRIPTION

Education Staff Developer

Faculty/Division	Business
Classification Level	Professional 7
	G - Administrative, Clerical, Computing, Professional & Research Staff
Hours & Span (Category)	
Position number	00193589
Shiftwork status	NOT SHIFTWORKER
Allowances	N/A
On call arrangements	N/A
Original document creation	26 February 2024

Position Summary

An **Education Staff Developer** plays a key role within the Business School in assisting with the ongoing development, delivery and support of quality learning, teaching and assessment across the Faculty.

The role will work closely with course convenors, academic teaching and professional staff and the teams within the Education Portfolio to support staff development and capability building for the quality delivery of undergraduate and postgraduate programs and courses.

The role of Education Staff Developer reports to the Manager, Education Delivery and Support, supporting the Senior Deputy Dean (Education and Student Experience).

Accountabilities

Specific accountabilities for this role include:

- Contribute to the creation of education support plans that set priorities and identify resource implications and provide support for initiatives that are identified as a priority within these plans.
- Design, manage and regularly evaluate staff training and peer-assisted programs to ensure educational quality and ongoing sustainability, including advising on sessional staff recruitment and retention strategies in these programs, delivering training workshops and co-ordinating staff feedback.

- Build and engage a Business School cohort of sessional staff and manage the Faculty level development, implementation and delivery of continuing professional development activities and resources for sessional staff, in conjunction with relevant Divisional units.
- Work collaboratively as part of a wider team on the identification, development and delivery of academic support programs, initiatives and resources in order to build teaching capabilities. This may involve workshops, small group consultations, individual instruction and/or self-directed online resources.
- Research, develop, disseminate and maintain relevant resources and toolkits, including self-directed training and support material, to enhance academic staff capability, particularly in the area of best practice teaching.
- Facilitate participation by new academic staff in any mandatory University programs, such as the Foundations in University Learning & Teaching (FULT) program. Manage Faculty level approval of any exemption requests.
- Deliver consistent, accurate and customer focused advice to solve diverse teaching/education related enquiries, referring to UNSW policy and procedures as required.
- Provide proactive and sustainable advice and solution-focused action for academic and professional staff in a timely and accurate manner.
- Support continuous improvement through proactively identifying areas for development, supporting the outcomes of the Education Portfolio team.
- 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 psychosocial or physical health and safety of yourself or others.

Skills and Experience

- Relevant tertiary qualification with subsequent relevant experience or equivalent competence gained through any combination of education, training and experience.
- Demonstrated experience designing, developing and delivering high quality support programs, initiatives and resources for academic teaching staff and professional staff.
- Excellent interpersonal, negotiation and consultation skills, including the ability to build and sustain effective professional relationships and manage a diverse group of stakeholders.
- Excellent interpersonal, written and verbal communication skills, with a high level of attention to detail for deliverables produced.
- Demonstrated operational skills including planning, priority setting, and tutor management, as well as 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.
- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.

- Knowledge of health & safety (psychosocial and physical) responsibilities and commitment to attending relevant health and safety training.

Pre-employment checks required for this position

- Verification of qualifications

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.