

# SENIOR INSTRUCTIONAL DESIGNER

DEPARTMENT/UNIT	McKinnon Institute for Political Leadership
FACULTY/DIVISION	Portfolio of the Deputy Vice-Chancellor (Education) and Vice-President
CLASSIFICATION	HEW Level 9
DESIGNATED CAMPUS OR LOCATION	McKinnon Institute Office, 90 Collins St, Melbourne

## ORGANISATIONAL CONTEXT

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The **McKinnon Institute for Political Leadership** is a non-partisan organisation that is committed to a thriving and vibrant Australian democracy. Through professional development for political leaders and their key advisers, it aims to support better Ministers and Governments, and promote good Parliamentary and political culture. The Institute designs and delivers innovative and globally unique programs.

The Institute is a partnership between the Susan McKinnon Foundation and Monash University, combining the entrepreneurial culture of a start-up with the support and resources of Australia's largest University. The Institute was established in mid-2019 and began delivering programs in 2020. It has already delivered professional development support to one quarter of federal, state and territory politicians, and has produced 30 Ministers or Assistant Ministers through its flagship *Advanced Political Leadership* program.

**The Susan McKinnon Foundation (SMF)** aspires for Australia to have the world's most effective governments. SMF is a not-for-profit organisation that incubates and supports practical improvements to government and how it works. Its activities focus on four main areas – effective elected representatives, democracy, public administration and quality policy dialogue.

At [Monash](#), work feels different. There's a sense of belonging, from contributing to something groundbreaking – a place where great things happen. You know you're part of something special and purposeful because, like Monash, your ambitions drive you to make change.

We have a clear purpose to deliver ground-breaking intensive research; a world-class education; a global ecosystem of enterprise – and we activate these to address some of the [challenges](#) of the age, Climate Change, Thriving Communities and Geopolitical Security.

We welcome and value difference and [diversity](#). When you come to work, you can be yourself, be a change-maker and develop your career in exciting ways with curious, energetic, inspiring and committed people and teams driven to make an impact – just like you.

We champion an [inclusive workplace culture](#) for our staff regardless of ethnicity or cultural background. We have also worked to improve [gender equality](#) for more than 30 years. Join the pursuit of our purpose to build a better future for ourselves and our communities – [#ChangeIt](#) with us.

## POSITION PURPOSE

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The Senior Instructional Designer is a key appointment with responsibility for the development of educational design resources and expertise across the McKinnon Institute.

The successful applicant will work with internal and external stakeholders to lead the development of educational resources, and help to build McKinnon Institute's capability in course design and delivery. This will involve providing support, expert advice on teaching and learning approaches, and practical guidance to all McKinnon Institute staff and faculty involved in course development and delivery.

The role will support the Head of Programs to ensure the McKinnon Institute delivers evidence-based approaches to teaching and learning which create transformative learning experiences underpinned by contemporary and relevant curricula. The ideal candidate will have demonstrated experience in guiding teaching and learning practice in education and in initiating and developing innovative learning resources for high performing professional learners. They will maintain an ongoing interest in the latest pedagogical approaches across person, blended and online learning modes.

**Reporting Line:** The position reports to and works closely with the Head of Programs. The position reports to the CEO and Academic Director in the interim, operating under strategic guidance

**Supervisory Responsibilities:** This position will not have direct reports, but will advise, guide and support Program Leaders and Program Managers across the full portfolio of McKinnon Institute programs.

**Financial Delegation:** Not applicable

**Budgetary Responsibilities:** Not applicable

## KEY RESPONSIBILITIES

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1. Provide leadership and oversight of the design, development, implementation and evaluation of educational programs initiatives.
2. Provide expert educational advice and guidance to academic and professional staff and faculty to support the design, development of content, curriculum and teaching approaches to enhance participant learning.
3. Lead team discussions, engage in collaborative work and share effective pedagogical approaches with the wider McKinnon Institute team, and monitor and report on the Institute's progress in this domain.
4. Gather formal and informal feedback from McKinnon Institute staff and faculty, and other key stakeholders relating to educational design initiatives
5. Develop new standards, templates and exemplar practices to guide educational approaches and technologies relevant to the McKinnon Institute.

6. Work with the Head of Programs to lead the design and delivery of instructional design, and program enhancement, development, implementation, and delivery.
7. Work with the Head of Programs to coordinate a McKinnon Institute position with regard to the digital platforms, learning spaces, and pedagogy by acting as an advocate for effective pedagogical design, configuration and implementation of digital technological platforms
8. Monitor websites, blogs and forums and develop and maintain relationships with other leading national and international institutes and universities to keep abreast of educational innovation and other pedagogical developments, particularly in markets relevant to the McKinnon Institute.

## **KEY SELECTION CRITERIA**

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### **Education/Qualifications**

1. The appointee will have:

- a postgraduate qualification with extensive experience and expertise in instructional / educational design
- extensive experience in instructional design for executive education offerings
- an equivalent combination of relevant knowledge, training and/or experience

### **Knowledge and Skills**

2. Considerable experience in curriculum design and development of online material, instructional design, educational technologies and programs/ micro-credentials for high-performing professionals.
3. Demonstrated experience in driving educational delivery capability uplift among professional or academic staff, including documentation of templates and guidance, and developing and delivering stimulating professional learning for academic and professional staff.
4. Superior communication, influencing and interpersonal skills, including a proven ability to work as part of a team and independently.
5. Previous extensive experience in education design, facilitation of teaching and learning and implementation of impactful educational innovations.
6. Outstanding organisational, time and project management skills, including the ability to plan, implement and execute new initiatives with the demonstrated ability to think creatively.
7. Superior analytical and conceptual skills with the ability to manage academic and professional stakeholders and to develop creative solutions to complex business challenges.
8. An active interest in educational practice and familiarity with digital learning platforms and approaches.

## **OTHER JOB RELATED INFORMATION**

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- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

## **GOVERNANCE**

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Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.