

## Position Description – Senior Learning Designer

Updated 10 January 2025

POSITION DETAILS	
College/Portfolio	Deputy Vice-Chancellor (Students)
Organisational Unit	Learning and Teaching Innovation Portfolio
Supervisor (Title)	Senior Manager Learning and Teaching Innovation
Classification	Higher Education Officer Level 8
Employment Type	Continuing, Full-Time

POSITION SUMMARY
<p>Under broad direction, the Senior Learning Designer enables the Learning and Teaching Innovation Portfolio to support quality in the increasing use of educational technologies across the University, particularly in the delivery of fully online and blended courses.</p> <p>This position leads learning design and project management services for the development of online and blended courses, coordinates the dissemination of good practice, and leads professional development regarding changes and additions to the suite of educational technologies within Flinders Online Learning.</p> <p>The Senior Learning Designer is responsible for leading the creation and development of innovative learning materials and learning activities. They utilize their pedagogical and technical expertise to co-design and co-develop innovative learning experiences in collaboration with academic staff. Additionally, they coordinate the activities of Learning Designers within the College and staff working on learning design projects.</p>

UNIVERSITY EXPECTATIONS AND VALUES
<p>All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:</p> <ul style="list-style-type: none"> <li>• demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence and the underlying ethos of being Student Centred;</li> <li>• contribute to the efficient and effective functioning of the team or work unit in order to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisor;</li> <li>• promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity;</li> <li>• perform their responsibilities in a manner which reflects and responds to continuous improvement;</li> <li>• familiarise themselves and comply with the University's <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies.</li> </ul> <p><i>A National Police Certificate which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.</i></p> <p><i>SA: Staff working in a health care setting are <u>strongly recommended</u> to be fully vaccinated against COVID-19 in line with the SA Health policy.</i></p>

## KEY POSITION RESPONSIBILITIES

The Senior Learning Designer is accountable for:

- Coordinating a significant stream within major at-scale University projects affecting staff and students within tight timeframes.
- Providing leadership and support to a team of Learning Designers operating across Colleges and teams delivering University-wide projects.
- Leading the implementation of strategic initiatives to enhance digital learning development, including identifying opportunities, developing briefs, coordinating stakeholder interests, implementation, and evaluation of projects.
- Providing high-level learning design expertise to academic staff who are developing educational resources including the design of learning activities, and assessment strategies, choosing appropriate distribution media, and designing student learning support strategies.
- Leading and contributing to evaluation design, collection and reporting services.
- Leading and contributing to the design and development of exemplary digital learning environments, activities and resources for strategically selected courses and topics, while creating best practice templates for adaptation throughout the University.
- Working with academics to translate curriculum into best practice online learning and teaching for the benefit of students
- Coordinating a targeted professional development program for academics to enhance their educational design and development skills and knowledge, including:
  - Proactively initiating and coordinating a variety of digital learning communities of practice;
  - Designing and executing an exciting and comprehensive online digital learning resource and communications centre for academics;
  - Identifying and supporting initiatives for academic leadership in digital learning; and
  - Leading and contributing to the development and delivery of professional development workshops, seminars, and training on the theory and application of educational technology, educational design and digital learning practices.
- Maintaining a up-to-date and high-level understanding of current and emerging educational technologies, as well as digital learning theories, models, and practices, and sharing this expertise across the Learning and Teaching Innovation working groups and services, as well as with other departments within the University as required.
- Any other responsibilities in line with the level of the role as assigned by the Supervisor and/or the University.

### KEY POSITION CAPABILITIES

- Progress towards postgraduate qualifications in a related field with relevant experience or an equivalent combination of experience and/or education and/or training.
- Broad to extensive knowledge of teaching and learning theory and practice, curriculum development, educational design and evaluation, and the effective use of learning technologies in an educational context.
- Extensive experience in designing and developing learning environments using an institutional learning management system and the interpretation and application of relevant policies and procedures.
- Extensive experience sourcing, selecting, applying and evaluating educational technology tools and platforms for a variety of teaching, learning, assessment and learning support purposes across a variety of contexts.
- High-level project management skills and the ability to work on high level significant strategic initiatives, exercise initiative and judgement, establish priorities, problem solve and meet deadlines.
- Extensive experience using Learning Management Systems and demonstrated ability to prepare and deliver effective professional development and training programs, sessions and resources.
- High-level written, oral, interpersonal and communication skills demonstrated by an ability to prepare reports and submissions, often of a complex and sensitive nature and to lead professional development workshops and activities.
- Demonstrated ability to lead a multi-disciplinary team, establish protocols, exercise initiative, meet deadlines and complete duties effectively with minimal supervision.
- Demonstrated high-level leadership skills with the ability to role model and engage and enthuse others to embrace a vision of change.
- Demonstrated ability to respond effectively and lead within rapidly changing circumstances and priorities.
- Experience working in a University environment (desirable).