POSITION SUMMARY

The Educational Developer is responsible for managing and contributing to strategies, programs, projects and services to assure and improve faculty capacity and individual capability in relation to the design, development, delivery and evaluation of learning, teaching and assessment.

ORGANISATIONAL ENVIRONMENT

Overview of the Faculty/School/Divisional Work Unit

The Educational Developer in UNSW Arts & Social Sciences works closely with the Associate Dean (Education) who is responsible for leading on teaching and learning strategy across the Faculty. The Educational Developer will work closely with colleagues in various areas of the Faculty, primarily with academic colleagues across the four schools but also with the professional teams responsible for administering teaching and learning processes. The Educational Developer will also work closely with colleagues in the Student Support centre and in the Technical Resource Centre, as well as with colleagues in the Dean’s Unit.

UNSW Arts & Social Sciences is one of the most academically energetic and socially engaged faculties of our kind in the Southern Hemisphere. Over the past fifty years UNSW Arts and Social Sciences has been shaped into a lively and approachable community of scholars and students, combining extraordinarily diverse scholarship with our commitment to public engagement, social inclusiveness and an international perspective. Our high quality teaching and enviable international research position demonstrates the enduring value of our scholarship.

Statistics

UNSW Arts & Social Sciences employs approximately 290 academic staff and 95 professional staff across four schools, two research centres and several administrative portfolios.
Reporting Relationships

Supervisor’s title: Associate Dean (Education)
Other positions reporting to the supervisor: Nil
Positions reporting to this position: Nil
Other relationships: The Educational Developer works closely with the Educational Technologist, the AV Support Officer, the Web Project Manager & Developer, School Managers, Portfolio Managers, academic staff of the Faculty, and staff within the University’s Learning & Teaching Unit.

KEY DUTIES & RESPONSIBILITIES

- Contribute to and/or lead the planning, implementation, and/or evaluation of Faculty-wide projects aimed at improving students’ experience of learning, the quality of teaching, assessment, curricula, and/or the organizational infrastructure/environment for learning and teaching;
- Develop, implement and/or review policy, procedures, guidelines and support related to learning, teaching, and curricula in both face-to-face and virtual learning environments;
- Organise and deliver advice and training for faculty staff, both one-to-one and one-to-many, relating to the design, development and delivery of learning, teaching and assessment, and assist them with the implementation and development of their teaching and learning tools and skills.
- Undertake educational data collection, analysis and reporting, including report writing, as required.
- Lead and support curriculum design and development initiatives that focus on clear articulated links between programs, courses and assessments.
- Assist the Associate Dean (Education) in managing change and encouraging increasing faculty engagement with improved educational design, development and delivery of courses by providing input to innovative trials, pilot projects and associated development activities.
- Maintain informed and cooperative working relationships with institution-wide learning and teaching initiatives and with staff external to the Faculty, particularly relevant educational development personnel in the Learning and Teaching Unit, with other UNSW Faculties, with UNSW IT Support Services, and external service providers and suppliers.
- Serve on Faculty and University Committees and/or Working Groups with responsibilities focused on the enhancement of learning and teaching.
- 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

SELECTION CRITERIA

- A relevant qualification, and extensive work experience in an academic learning and teaching environment, or an equivalent level of knowledge, skills and experience gained through a combination of qualifications and work experience.
- Demonstrated experience in supporting academic staff in the design, development, review and constructive alignment of courses with related degree programs.
- Demonstrated experience in planning, developing, delivering and reviewing professional development programs, activities and services to build institutional capacity and individual capability for quality learning and teaching.
• Demonstrated ability to think strategically and make informed decisions about improvement in the development of institutional capacity and individual capability for quality learning and teaching.
• Demonstrated skills in effective project management including experience in planning, implementing, and evaluating strategic learning and teaching development projects and initiatives.
• High level interpersonal and communication skills with the demonstrated ability to build and maintain effective collaborative professional relationships with individuals at all levels and in both formal and informal contexts.
• Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.