

POSITION DESCRIPTION – General Staff For levels 6/7 and above

Position Title: Educational Designer – Early Start
Level: Level 6/7
Faculty/Division: Social Sciences
Department/Location: Early Start

Primary purpose of the position:

This position is responsible for developing, implementing and demonstrating technology-based delivery of curriculum materials to facilitate student learning. This will entail collaboration with staff across disciplines to enrich pedagogy by shaping curriculum and its delivery in ways that will enhance learning experiences for students enrolled in subjects aligned with the Early Start project. The position will involve technologies used in classrooms, technologies used to facilitate collaboration across distance and the use of online learning resources. Responsibilities will also include advising the Associate Dean (Education) in the Faculty of Social Sciences, the Executive Director Early Start and the Associate Director Early Start on the development of technological resources that will facilitate student learning whilst contributing to the teaching/research nexus.

Position Environment:

The **Early Start** Project, a \$44 million venture within the newly created Faculty of Social Sciences, provides opportunities for local, national and international collaboration aimed at enhancing social capital and addressing disadvantage in our most vulnerable communities. Scheduled to open in early 2015, Early Start will be a strategic interdisciplinary teaching, research and community initiative which will enable a new generation of graduates to work with young children, their families and communities. Using pedagogies and technologies that shape learning for the 21st Century, Early Start will offer 'world class' teaching and research facilities as well as Australia's first Children's Discovery Centre. It will be connected to 38 Early Start Engagement Centres located across regional, rural and remote areas of NSW. The Early Start Project will afford opportunities for all staff to be creative in their approaches to teaching, learning and research, establishing new standards across the higher education sector in Australia and the world.

Major Accountabilities/Responsibilities:

Responsibilities		Outcome	Percentage of Time	Office Use Only
1.	Lead the development, implementation and demonstration of technology-based delivery of curriculum materials to facilitate student learning by: <ul style="list-style-type: none"> a. Participating in the development and delivery of curriculum content and learning activities. b. Translating traditional methods of teaching into new and innovative ways of facilitating student learning using interactive electronic and online resources. c. Working with other staff involved in curriculum development to facilitate widespread adoption of optimally effective methods of teaching and 	Curricula clearly aligned with the goals of the Early Start project and recognised for their educational excellence. Curricula are consistent with contemporary educational theory and best practice, facilitating achievement of the Early Start vision.		

	learning for geographically distributed curriculum delivery. d. Building a community of scholars who will be the vanguard for developing and implementing technology-based curriculum enhancement			
2.	Design, implement and facilitate educational technology sessions and other in-house training incorporating appropriate educational theory and pedagogy.	Staff are appropriately skilled to work with educational technology in any courses aligned with Early Start.		
3.	Work with academic staff across UOW sites to enhance and support the use of educational technology in the delivery of the curriculum at these locations.	Effective support of the delivery of the curriculum at both local and remote locations.		
4.	Provide advice to the Associate Dean (Education) in the Faculty of Social Sciences, the Executive Director Early Start and the Associate Director Early Start on current developments in educational technology.	Ensure Early Start remains at the forefront of delivery of educational materials in any setting.		
5.	Undertake other duties related to the Early Start project at the direction of the Associate Dean (Education) in the Faculty of Social Sciences, the Executive Director Early Start and the Associate Director Early Start.	All responsibilities are met by staff.		
6.	Observe principles and practices of Equal Employment Opportunity	There is fair treatment in the workplace.		
7.	Supervisory roles: Communicate and consult with staff on workplace and staffing matters.	To foster direct relationships with staff and enhance engagement with the organisation.	Ongoing	
8.	Observe principles and practices of Equal Employment Opportunity	To ensure fair treatment in the workplace	Ongoing	
9.	Have OH&S responsibilities, accountabilities and authorities as outlined in the http://staff.uow.edu.au/ohs/commitment/responsibilities/document	To ensure a safe working environment for self & others.	Ongoing	

Inherent Requirements:

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. The University wants to place you in the best situation to use your skills effectively in the position you are applying for at the University.

Reporting Relationships:

Position Reports to:	Associate Director – Early Start
The position supervises the following positions:	Nil
Other Key Contacts:	Executive Dean – Faculty of Social Sciences Executive Director – Early Start Associate Dean (Education) - Faculty of Social Sciences

Key Relationships:

Identify the key positions, committees, organisations or groups that the position deals with inside and outside the organisation. Only include those that are regularly communicated with.

Contact/Organisation:

Associate Director – Early Start
Executive Director – Early Start
Associate Dean (Education)

Purpose & Frequency of contact

Weekly
Regular
Regular

Key Challenges:

1. Provide a contemporary perspective regarding the application of educational technology in the delivery of curricula.
2. Demonstrate the innovative use of technology and its educational benefits in teaching and learning activities.
3. Work with other staff involved in curriculum development to facilitate more effective methods of teaching and learning for geographically distributed curriculum delivery.
4. To achieve the unit's strategic work objectives through direct communication and consultation with staff and colleagues.

SELECTION CRITERIA - Knowledge & Skills:

Essential:

- A well-developed understanding of contemporary approaches to educational theory, pedagogy and research that incorporate educational technologies in the delivery of curriculum in face-to-face and remote environments.
- Demonstrated skills in the development of initiatives that shape curriculum through the productive use of educational technologies.
- High level communication skills and a demonstrated ability to work effectively in a team environment
- Ability to develop and promote effective relationships with colleagues and to communicate confidently and credibly to a range of audiences
- Demonstrated ability to facilitate large and small group learning activities

SELECTION CRITERIA - Education & Experience:

Essential:

- Postgraduate qualifications in a relevant discipline area
- Evidence of successfully contributing to the development of curricula that incorporate technology-based solutions for teaching and learning
- Demonstrated knowledge of current developments in educational technology and a strong track record of their application in higher education settings
- Evidence of successful involvement in planning and managing projects

Personal Attributes:

- A strong commitment to the provision and delivery of high quality education.
- A personal commitment to education in regional, rural and remote settings.
- The ability to take initiative and also to constructively respond to change.
- A commitment to collegiality and to developing opportunities for working within a collaborative environment.

Special Job Requirements:

Position is based on the Wollongong campus but may require travel to and work on the regional campuses.

Organisational Chart:

Available on request.

Approval:

Approved by Head of Unit: _____

Date: _____

Approved by Human Resources: _____

Date: _____