

## Learning Designer / Design Lead

### HEP Level 8

<b>POSITION NUMBER</b>	914041
<b>ORGANISATIONAL UNIT</b>	Learning Design and Innovation
<b>POSITION REPORTS TO</b>	Manager Learning Designer
<b>OVERALL PURPOSE</b>	The overall purpose of the Learning Designer / Design Lead is to lead the design and development of sustainable, high-quality curriculum and assessment that supports delivery of the Victoria University Block Model, with a primary focus on Higher Education. This position enhances academic capabilities in learning design, fosters the integration of emerging educational technologies, and contributes to the creation of inclusive, engaging and digitally enriched learning experiences aligned with the University's strategic goals. The Learning Designer / Design Lead may also support other forms of learning experiences, such as student support initiatives or staff development programs.
<b>ORGANISATIONAL CONTEXT AND RELATIONSHIPS</b>	<b>Within the University the position:</b> <ul style="list-style-type: none"> <li>◆ works within the Learning Design and Innovation team</li> <li>◆ Collaborates with academic staff, professional staff and support services</li> </ul>
<b>LOCATION/CAMPUS</b>	The position is currently located at the Footscray Park Campus of the University. The position and incumbent may be relocated to any other existing or future University work locations where it conducts its operations.

### KEY CAPABILITIES

Victoria University is committed to building core capability across VU through investment in our staff, our systems and our processes. We will develop the capabilities of our staff to:

**Deliver** – Excellence Results-driven, accountability, problem solving focus.

**Engage** – Customer service mind-set internally, externally and particularly for students.

**Collaborate and Partner** – Build successful relationships, communicate effectively, influence and negotiate.

**Innovate** – Entrepreneurship, growth, continuous improvement, digital transformation.

**Lead** – Inspire direction, lead change, manage and develop people.

## OUR ORGANISATION

Victoria University (VU) is a dual sector (higher education and TAFE) tertiary institution based in Melbourne, Australia. VU has academic colleges, each covering a broad discipline of study, and several research institutes and research centres. The University has campuses in Melbourne's CBD and western region, and a campus in Sydney and Brisbane. It also offers courses at partner institutions throughout Asia. Over 40,000 students, including around 14,000 international students, study VU courses worldwide. In 2016, VU celebrated its 25th anniversary as a university, which also marked its 100 years as an educational institution.

## ORGANISATIONAL UNIT

Learning Design and Innovation resides in the Digital Transformation and Quality Learning portfolio and is responsible for supporting the development of strategic directions in learning and teaching for HE and TAFE, the use of educational technologies and physical learning environments at VU, the innovative and progressive use of technologies and physical learning spaces for diverse delivery modes.

## MAJOR TASKS AND ACCOUNTABILITIES

- ◆ Lead, design, develop, implement and evaluate sustainable, high-quality curriculum, learning, and assessment activities, leveraging evidence-based design principles
- ◆ Develop reusable patterns and practices for delivery of the Block Model in both online and blended modes, as part of the VU Learning Design Framework
- ◆ Collaborate with teaching staff to co-design sustainable, high-quality learning and assessment activities consistent with the VU Block Model and university policies
- ◆ Support the Manager Learning Design in achieving the goals of the learning design team and aligning with the University's strategic plan
- ◆ Build staff capabilities and deliver training sessions on the effective use of online digital tools and pedagogical practices to enhance teaching and curriculum design
- ◆ Explore and validate emerging technologies and maintain current knowledge of digital education trends to enhance teaching practices and student experience
- ◆ Drive innovation and advocate for flexible, activity-based learning experiences that align with the University's strategic objectives and enhance student outcomes
- ◆ Incorporate curriculum design principles, support resources, and services into course and program development
- ◆ Lead and manage projects aligned with strategic objectives, ensuring risk management and timely delivery
- ◆ Provide strategic advice on learning technologies and contribute to continuous improvement of policies, procedures and the broader learning environment across the University
- ◆ Ensure digital content complies with University brand and accessibility guidelines, mentoring others on these standards

## TYPICAL/MAJOR CHALLENGES

- ◆ Exercising high level professional judgement and initiative in a dynamic and evolving educational context
- ◆ Managing complex stakeholder needs and navigating competing priorities
- ◆ Translating strategic goals into practical, scalable learning design solutions
- ◆ Maintaining awareness of emerging technologies and integrating them appropriately into curriculum design

## LEVEL OF SUPERVISION

- ◆ Operates under the general direction of the Manager Learning Design. May provide support to other staff within the Learning Design and Innovation team.

## PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

- ◆ Experience in the use of a wide variety of technologies that support high-impact learning experiences for students in both in-person and online modes
- ◆ Strong knowledge of current trends in digital technology to enhance teaching practices and the student experience within the tertiary education sector
- ◆ Understanding of the challenges and constraints that exist for teaching staff within a complex education environment
- ◆ Knowledge and sound understanding of university operations, governance and decision making processes, including quality assurance policies and procedures and other relevant legislative requirements.

## KEY SELECTION CRITERIA

### Essential

1. Knowledge or Training equivalent to: Post graduate qualifications or progress towards postgraduate qualifications and extensive relevant experience, or extensive experience and management expertise, or an equivalent combination of relevant experience and/or education.
2. Proven knowledge and experience with Learning Management Systems (preferably Brightspace) and a range of digital learning tools and platforms.
3. Demonstrated expertise in learning design, including the development of inclusive, engaging, and technology-enhanced curriculum and assessment.
4. Demonstrated experience and ability to work on a variety stakeholders simultaneously and work with stakeholders to ensure the work progresses according to established timelines.
5. Excellent interpersonal and communication skills (both written and oral) and the ability to effectively communicate concepts to staff with widely varying experience in online pedagogy and design.
6. Strong project management skills, including the ability to think creatively and devise practical solutions to complex problems, assess and manage risks, and deliver project outcomes within set timeframes.
7. Demonstrated commitment to Universal Design for Learning (UDL) principles and accessibility

standards in the design and delivery of curriculum and learning experiences.

8. Demonstrated capacity to understand and comply with employer policy and practices in all aspects of work and conduct, including OH&S and Anti-Discrimination responsibilities and complete/attend relevant training.

### **Desirable**

1. Experience working in dual-sector education or digital learning roles
2. Understanding of the VU Block Model and its implications for curriculum design

# Organisational Chart

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