

Manager, Learning Systems (VU TAFE)

HEP Level 8

POSITION NUMBER	952301
ORGANISATIONAL UNIT	Learning Design and Innovation
POSITION REPORTS TO	Senior Manager, Digital Learning Systems and Support
OVERALL PURPOSE	The overall purpose of the Manager, Learning Systems position is to design, develop and implement innovative digitally supported learning solutions for internal and external clients. The position will provide pedagogical and technical advice and assistance with regards to determining appropriate digitally supported learning directions.
ORGANISATIONAL CONTEXT AND RELATIONSHIPS	Within the University the position: ◆ Supervises the Learning Systems team ◆ works closely with the Learning & Development team ◆ works with all Victoria University TAFE delivery staff (Managers, Teachers and SME's) Outside the University the position liaises with: ◆ External commercial and industry clients
LOCATION/CAMPUS	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 has a bold and ambitious new vision and a seven-year strategic plan characterised by five strategic drivers. Victoria University's [Strategic Plan 2022-2028, Start Well, finish brilliantly](#), also commits the University to the bold ambition to be a global leader in dual-sector learning and research by 2028.

VU has innovated a new pedagogic and curriculum approach: the VU Block Model. This, along with the VU First Year College, has been one of the leading learning and teaching innovations in the Australian tertiary education sector over the past decade. Our embedded VU Polytechnic is a leading TAFE provider, renowned for its industry collaboration and its digital innovation in delivery. As a result, Doing Dual Differently is one of our five core drivers and points of uniqueness.

At Victoria University, our research is focused on the development and sustained application of ethical knowledge in all its forms, done in partnership and collaboration, to address the challenges of people, places and planet. In 2022, VU launched its [Research and Impact Plan 2023-2028](#) and is one of the top ten sports science universities in the world with more recent, yet equally profound, achievements in health sciences; immunology; green engineering; the circular economy; and First Nations.

STRATEGIC DRIVERS

To achieve our vision, we have identified five Strategic Drivers, with a high-level objective, and the goals to get us to our 2028 target. Our vision is big and ambitious. It is also achievable.

1. Doing Dual Differently
2. Partnering with Principle
3. Maximising Research with Impact
4. Protecting Country
5. A Thriving Place to Study and Work

VISION

To be a global leader in dual-sector learning and research by 2028

PURPOSE

Victoria University emboldens its people to design their future and has a deep commitment to Protecting Country.

ORGANISATIONAL UNIT

This position will be located within the Learning Design and Innovation unit, which resides in the Digital Transformation and Quality portfolio. The unit is responsible for developing strategic directions in digital learning solutions, cross curricula learning design and development, the use of educational technologies and physical learning environments at VU.

MAJOR TASKS AND ACCOUNTABILITIES

- ◆ Assist in the management of a large functional unit with a diverse or complex set of functions and significant resources.
- ◆ Manage a small and specialised unit where significant innovation, initiative and judgement are required.

- ◆ Manage development and implementation of digitally supported learning programs requiring a high degree of knowledge and sensitivity.
- ◆ Provide senior administrative support to the Learning and Development portfolio of medium complexity, taking into account the size, budget, course structure, external activities, and management practices within the learning innovation unit.
- ◆ Provide leadership and direction for the VU TAFE learning and teaching design practice to develop innovative and evidence-based learning environments that are strategically aligned with best practice, VU design principles and learning and teaching policies, procedures and quality frameworks.
- ◆ Develop and lead an efficient process for supporting course enhancements in digital and blended learning initiatives that align with VU TAFE and University priorities.
- ◆ Provision of high quality and timely consultancy and advisory services.
- ◆ Manage and coordinate people, programs, projects, systems and processes.
- ◆ Conduct research, benchmarking and data analysis, where required.
- ◆ Prepare reports with recommendations.
- ◆ Work both at the operational and strategic level.
- ◆ Responsible for continuous improvement of policies, procedures and processes in the specific area of operation and more broadly.
- ◆ Provision of high level organisational and administrative leadership including review and evaluation of programs and/or services.
- ◆ Responsible for oversight of budget-monitoring and reporting on allocated funds.
- ◆ Support and participate in workshops and the presentation of technology at events.
- ◆ Access and update information within relevant University systems.
- ◆ Provision of project support, including basic research.
- ◆ Implement and apply relevant and applicable policies and procedures to ensure the provision of effective and efficient administrative and organisational support services to the work area.
- ◆ Adhere to and cooperate with all OHS policies and procedures of the University (ongoing).
- ◆ Raise any OHS items identified with the relevant HSR and Supervisor.

TYPICAL/MAJOR CHALLENGES

- ◆ Requires depth of expertise developed through extensive relevant experience and application.
- ◆ Planning and decision-making requires integration of a range of University policies and external requirements.
- ◆ Required to achieve objectives operating within complex organisational structures
- ◆ Significant innovation, initiative and/or judgement is required.
- ◆ Review and evaluation of current practice and delivery to ensure ongoing relevance and achieve continuous improvement/excellence.
- ◆ High degree of independent decision making as well as collaborative decision making in consultation with others.

- ◆ Works independently, prioritises work demands to respond to emerging University requirements

LEVEL OF SUPERVISION

- ◆ Operates under broad direction from the Technology Enhanced Learning Coordinator and may be required to manage other administrative, technical and professional staff.

PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

- ◆ Significant expertise in their area of responsibility.
- ◆ Plan, develop, implement and review projects involving major change which may impact on other areas of the institution's operations.
- ◆ Good understanding of Federal and State government legislation and policies related to the tertiary education sector and its impact in their area of responsibility.
- ◆ Knowledge and sound understanding of University operations, governance and decision-making processes, including quality assurance policies and procedures and other relevant legislative requirements.
- ◆ Multi-sector perspective and understanding of the key issues in VET, HE and Industry.

KEY SELECTION CRITERIA

Essential

1. Knowledge or Training Equivalent to: Postgraduate 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. Demonstrated understanding of pedagogical practice, flexible learning approaches and innovative digital technologies to shape new learning experiences.
3. Demonstrated relevant learning management system expertise specifically in designing, developing and implementing digitally supported learning solutions.
4. Project management expertise, including the use of project management tools.
5. Clear understanding of the University's strategic directions, structure and decision-making solutions.
6. Ability to lead and manage staff and operate as an effective team member in a diverse environment.
7. Demonstrated skills in the delivery and evaluation of programs and services.
8. Demonstrated ability to research, prepare and analyse reports and papers related to the position's areas of responsibility.
9. Well demonstrated capacity to work on multiple project simultaneously and to deliver results determined by critical dates in an organisational environment.
10. Ability to work independently, to prioritise work demands and to respond to urgent requests when required.

11. Excellent oral and written interpersonal and communication; influencing and negotiation and; presentation and report writing skills.

Desirable

1. Knowledge of and previous experience in a VET or Tertiary education institute
2. Experience in providing high level strategic and policy advice in an educational context.
3. Experience with the D2L Brightspace Learning Management System

Organisational Chart (Learning Design and Innovation)

