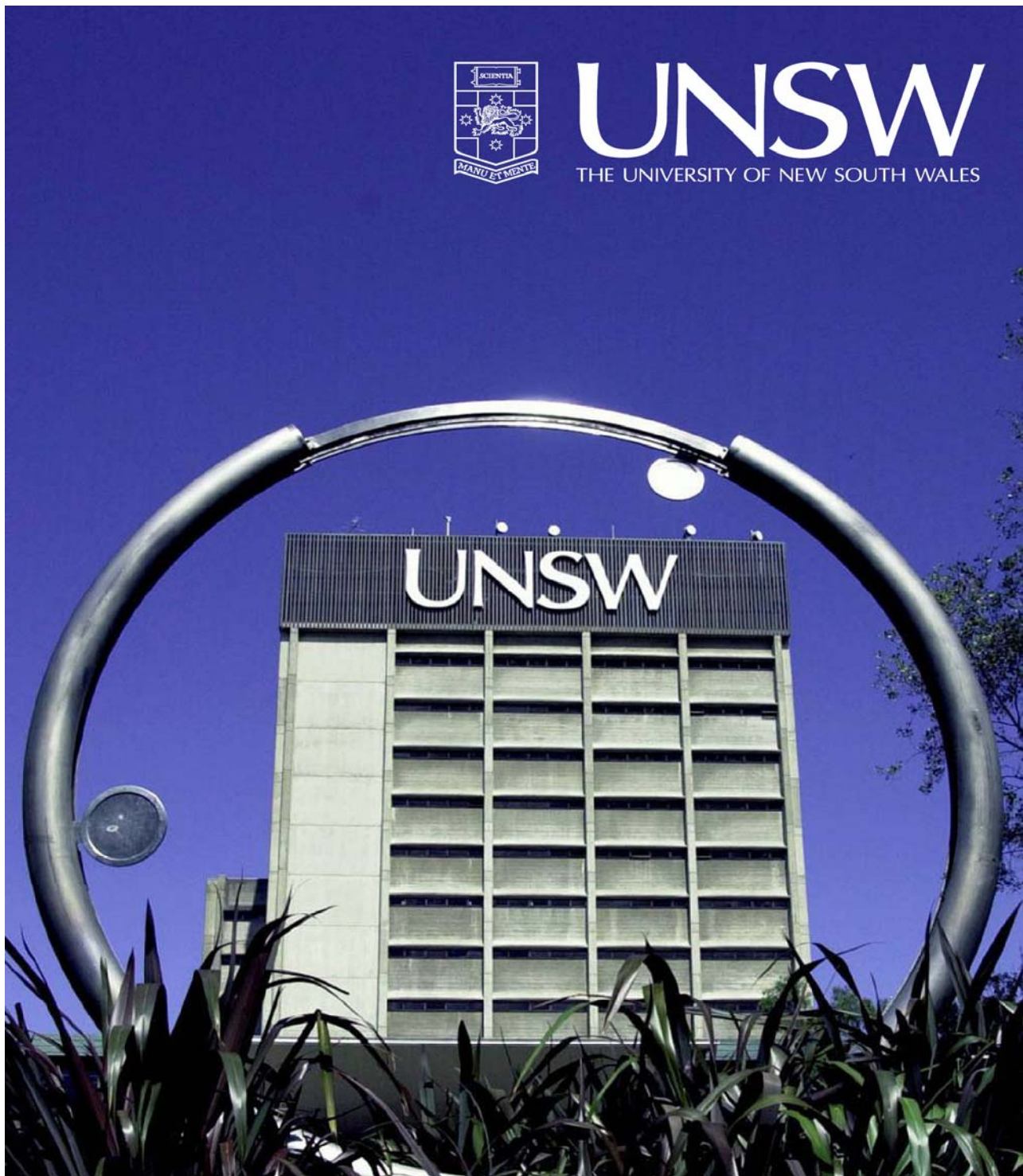




UNSW
THE UNIVERSITY OF NEW SOUTH WALES



Educational Technologist

Learning & Teaching @ UNSW

Division of the Deputy Vice-Chancellor (Academic)

REF 6584

Educational Technologist (2)
LEARNING & TEACHING @ UNSW
DIVISION OF THE DEPUTY VICE-CHANCELLOR (ACADEMIC)
REF. 6584

Salary Level 8: A\$75K-A\$84K per annum (plus 17% employer superannuation and leave loading)

Learning and Teaching @ UNSW in collaboration with IT @ UNSW, is responsible for establishing and maintaining the University's Technology Enabled Learning & Teaching (TELT) platform. The Educational Technologist provides support for the enhancement of TELT across the University and contributes to the operational management of the UNSW integrated suite of TELT applications.

We are seeking two experienced and highly motivated individuals to join the TELT Portfolio to work as part of a multi-skilled and collaborative development team to plan, design, and develop educational technology projects from pilot phase through to full operational services within a systematic framework that supports effective research, evaluation, business process and user support.

The successful candidate(s) should possess:

- Experience with the integration of a variety of educational technologies and social media into the curriculum of higher education courses, and in the use of web-based learning management systems (such as WebCT Vista, Blackboard or Moodle).
- Excellent project management skills with the ability to meet stated objectives and evaluate effectiveness, with specific experience in managing e-learning projects.
- Excellent interpersonal and communication skills with the ability to liaise with all levels of academic and support staff, and to work autonomously and collaboratively within a diverse team.
- Ability to research and analyse material and evaluate and summarise key findings, and experience in preparing reports taking a research-led approach.
- Current technical knowledge and operational understanding of a number of web design and media development tools and environments.
- Strong understanding of learning theories, pedagogical practices and their relationship to emerging technologies.

Applicants should systematically address the selection criteria in their application.

For further information please contact Niki Fardouly on telephone 9385 2489 or email n.fardouly@unsw.edu.au or Stella Vasiliadis on telephone 9385 3889 or email s.vasiliadis@unsw.edu.au.

Applications close 3 July 2009

UNIVERSITY OF NEW SOUTH WALES

POSITION DESCRIPTION

Position:	Educational Technologist	Written by:	Niki Fardouly Stephen Marshall
Level:	8	Approvals:	Director, Learning & Teaching Deputy Vice-Chancellor (Academic)
Unit/School:	Learning & Teaching @ UNSW	Date:	Apr 2009
Division/ Faculty:	Deputy Vice-Chancellor (Academic)		

JOB PURPOSE

The Educational Technologist is responsible for planning, designing, and developing educational technology projects from pilot through to full operational services within a systematic framework that supports effective research, evaluation, business process and pedagogical user support for the enhancement of Technology Enabled Learning and Teaching (TELT) across the University.

Working as part of a multi-disciplinary team of professionals, this position will have a major focus on the investigation of emerging technologies, research into the affordances of technologies and innovative learning designs, design and development of new systems, implementation of new technologies as enterprise-wide or faculty-specific services, integration of technologies into the curriculum to effectively support learning and teaching, and provision of user support via consultations, training, professional development and community building activities. The Educational Technologist is expected to be a subject matter expert for each of the technologies and applications on the TELT platform.

MAIN DUTIES

The Educational Technologist applies specialist knowledge of the innovative integration of technologies into higher education learning and teaching environments:

Project Management

- To assist faculties with the development of learning design research projects that encourage innovation by assisting UNSW staff to develop and apply strategies that support new approaches to learning and teaching, particularly with the use of emerging technologies.
- To support the trial and evaluation of emerging technologies and their affordances for Learning & Teaching (L&T) within a systematic framework by:
 - (i) Identifying the L&T requirements across various stakeholder groups for proposed new technologies.

- (ii) Designing and managing pilot projects, conducting software evaluation and analysis of results, and preparing recommendations for the selection or development of new educational and supporting technologies.
- (iii) In collaboration with IT @ UNSW and as part of a Project Team, planning, managing and implementing the transition of new technologies from pilot to establishment as full operational services with appropriate levels of support and workable business processes.
- To evaluate the effectiveness and success of learning design research projects utilising emerging technologies, and student and staff satisfaction with TELT services and the learning and teaching experience.
- To ensure that L&T requirements are represented in the development of other campus systems and services and related projects as they arise.

Operational Services

- To build and maintain effective working relationships and communication channels with key stakeholders across the University in support of TELT initiatives and represent L&T @ UNSW at TELT services meetings.
- To provide “just-in-time” support to users of TELT services with educational problems.
- To support the configuration and customisation of TELT applications to ensure optimal operation and make recommendations for business process improvement to support L&T outcomes.
- To develop and review of policy, guidelines and business rules for the management of TELT services.

Ongoing Systems Enhancement

- To liaise with IT @ UNSW to plan system upgrades for all supported applications and provide input for the TELT change and release schedule with the aim of minimizing disruption to users.
- To write test scripts and conduct User Acceptance Testing (UAT) for system changes or new implementations.
- To establish and coordinate a reporting strategy and methodology that draws together statistical data across all TELT services and applications.

Training & Development Support

- To provide evidence-based advice about the effective use of educational technologies to support the UNSW academic community to move into the online educational environment.
- To create and maintain “how to” documentation, self-directed learning guides, procedures and workflows, FAQs, support scripts and escalation processes for users of TELT services.
- To contribute to professional development programs, workshops and seminars to build staff capacity in the use of technologies based on research and good practice from a pedagogical perspective.
- To develop learning design tools, course development guidelines, case studies, evaluation tools and other resources for staff.
- To support community building and special interest groups (SIGs) activities.
- Cooperate with all health and safety policies and procedures of the University and take all reasonable care to ensure that their actions or omissions do not impact on the health and safety of others in the University.

C. STATISTICS

UNSW has close to 40,000 students, including more than 7000 international students from over 130 different countries. The University offers more than 600 undergraduate and 300 postgraduate programs, and has developed an extensive network of alumni chapters throughout Asia.

Learning & Teaching @ UNSW has approximately 30 staff with an Office budget of \$4.122M; commercial revenue of approx. \$50K; and \$220K in external Australian Learning & Teaching Council grants funding.

The multi-disciplinary and shared services teams include: Academic Developers, Educational Designers, Project Officers, Web Developers, Media Developers, IT Specialists, Service Desk Analysts, and Administrators.

D. REPORTING RELATIONSHIPS

- This position reports to the Project Leader: Research, Evaluation & Development Team.
- Position reporting to this position: None.
- This position works closely with
 - The Professional Development Co-ordinator and other Portfolio teams within L&T @ UNSW on the development and coordination of training, professional development, user support, communities, and SIGs;
 - Academic and support staff in the Faculties and Schools who use TELT services;
 - The L&T IT@UNSW Portfolio Manager, IT Service Desk and Academic Administration teams for the operational management of the services.

E. ENVIRONMENT

TELT services are provided to the University via a shared services model involving Learning & Teaching @ UNSW (L&T), Academic Administration (AA) and IT @ UNSW (IT). The Educational Technologist will contribute to the operational management of the UNSW integrated suite of TELT applications as part of this collaborative team.

The Learning and Teaching @ UNSW portfolio aims to enhance the quality of learning and teaching through support to Faculties and Schools in curriculum development, in technology enabled learning and teaching development, in professional development and the accreditation of staff in learning and teaching, and in the development of an organizational culture that values, recognises and rewards excellence in learning and teaching at both individual and organisational levels.

The effective management of Learning and Teaching TELT services, because of their direct impact on the student experience, are integral to the achievement of the University's learning and teaching goals.

PRINCIPAL ACCOUNTABILITIES

- UNSW staff members are supported and advised appropriately, based on current literature and best practice, in their use of educational technologies to achieve successful and innovative learning and teaching outcomes.
- Research into the affordances of emerging technologies is undertaken in a systematic manner and projects are evaluated to assess effectiveness.
- Pilot projects are systematically planned, managed and implemented to support participants and recommendations based on the evaluation results are made to transition effectively to full operational services.

- Effective working relationships are maintained with key stakeholders to ensure user needs and requirements are accurately identified and reflected in the adoption of new technologies.
- TELT applications are configured and customised to L&T specifications and business processes are designed to support L&T priorities.
- Reports, policy recommendations, guidelines and processes for the management of TELT services are prepared and communicated effectively.
- Changes to TELT systems are planned and implemented to minimise disruption to users and User Acceptance Testing for system changes or new implementations is conducted thoroughly and accurately.
- Reporting strategy and methodology which provides useful statistical data to management on the use of TELT services and applications is developed and implemented.
- Just-in-time and self-directed training and resources to assist staff in the use of educational technologies are well designed and accurately developed, and professional development workshops delivered effectively to support user needs.
- The L&T community and special interest groups are supported appropriately.

SELECTION CRITERIA

- University degree in a relevant field or an equivalent level of knowledge and experience gained through a combination of education and training in higher education.
- Experience with the integration of a variety of educational technologies and social media into the curriculum of higher education courses to achieve student-centred flexible learning.
- Demonstrated experience in the use of web-based learning management systems (such as WebCT Vista, Blackboard or Moodle), media and other technologies to develop well designed stimulating and engaging blended and fully online learning environments for students.
- Excellent project management skills with the ability to meet stated objectives and evaluate effectiveness, with specific experience in managing e-learning projects.
- Excellent interpersonal and communication skills with the ability to liaise with all levels of academic and support staff.
- Demonstrated ability to work autonomously and collaboratively within a diverse team.
- Ability to research and analyse material and evaluate and summarise key findings, and experience in preparing reports taking a research-led approach.
- Demonstrated experience in developing training material and facilitating professional development workshops to support the use of educational technologies.
- Strong understanding of learning theories, pedagogical practices and their relationship to emerging technologies, as well as a strong interest in emerging trends in online higher education and pursuing research in this area.
- Current technical knowledge and operational understanding of a number of web design and media development tools and environments to develop e-learning resources, including Web 2.0 technologies, web scripting, visual and graphic design tools such as Flash, Photoshop, Adobe Acrobat, and screen capture tools, as well as excellent computing skills in the use of Microsoft Office suite of products.
- Knowledge of equal opportunity principles.
- Willingness and capacity to implement required OHS policies and safe work practice.

INFORMATION ON THE BENEFITS OF WORKING AT UNSW

Benefits of Working at UNSW

The University of New South Wales (UNSW) is one of the leading teaching and research universities in Australia. Renown for the quality of its graduates and its commitment to new and creative approaches to education and research, the University motto - Scientia Manu et Mente ("Knowledge by Hand and Mind") - encapsulates the University's central philosophy of balancing the practical and the scholarly.

University Environment

UNSW offers a modern, dynamic and innovative teaching and learning environment with extensive social and recreational facilities. The UNSW campus is a compact yet beautiful, architecturally sophisticated setting, offering an enviable, cosmopolitan lifestyle for staff and students. Study and research facilities are comprehensive, with a widely acclaimed library network housing more than two million volumes, extensive electronic resources and access to volumes held in libraries at all major Australian research institutions. There is an award-winning bookshop on campus and a vast array of student services available.

UNSW has hundreds of sport and recreational clubs and societies for staff and students including several classical music groups who perform regularly. There is also a top class gymnasium with a fully equipped weights/cardio room, indoor swimming pool and a range of classes and courts to suit all fitness needs.

The UNSW campus boasts a vibrant cafe scene and is situated in the beautiful Eastern suburbs of Sydney just minutes from the famous Coogee and Bondi beaches. In addition, the local area is renowned for its large number of high quality, award winning, restaurants and cafes all of which are just minutes away. UNSW also boasts the famous National Institute of Dramatic Arts (NIDA) and the Randwick racecourse as neighbours.

Employer of choice for women



UNSW has been recognised for creating a work culture that supports and advances women with an Employer of Choice for Women citation. The award comes from the Equal Opportunity for Women in the Workplace Agency (EOWA).

The University was acknowledged as one of only 115 organisations across Australia that actively recognise and address the needs of female workers, to assist them to reach their full potential in the workplace.

University Diversity

UNSW values the diverse social, economic, cultural and religious backgrounds of its employees and promotes this by providing an accessible campus environment, flexible work practices for those with family and other responsibilities or with disabilities, including training on diversity management and cross-cultural communication.

As an UNSW employee you will be able to enjoy a safe and non-discriminatory environment and have the same opportunities to benefit from employment as other employees. In relation to employment equity, staff can access work opportunities such as staff development and training, promotion and re-evaluation, higher duties and a suitable and safe working environment.

Leave Entitlements

Recreation Leave accrues at the rate of one and two-third days per month to a total entitlement of 20 days per year. Recreation leave cannot be taken in advance of its accrual.

Sick Leave is granted under the following arrangements: ten days in the first year of service, 15 days in the second and 30 days in any subsequent year.

Special Leave of up to three days per year may be granted in cases of emergency and unforeseen circumstances e.g. fire or flood damage to your home. Applications for Special Leave must be made to the supervisor and will be considered on its merits. There is no entitlement to Special Leave if the leave sought is during a period of other leave.

Observation of Holy Days and Essential Religious or Cultural Duties allows you to utilise recreation leave or long service leave or leave without pay for the purposes of attending holy days or essential religious or cultural duties associated with your particular religious faith or culture.

Carer's Leave allows you to use part of your sick leave to care for an immediate family member who is ill. Up to 10 days of sick leave entitlement can be used as carer's leave in any one of the first two years of employment. In the third and subsequent years up to 12 days of sick leave can be used for carer's leave.

Parental Leave is available to cover such situations as maternity leave, adoption leave and paternity leave.

Long Service Leave (LSL) may be applied for after ten years service. The minimum period of long service that can be taken is one week.

Bereavement Leave of up to three days per year may be granted in the case of death of an immediate family. In unfortunate circumstances where another immediate family member is deceased in the same year, approval to grant a further three days bereavement leave may be granted by the Director, Human Resources.

Leave Without Pay (LWOP) may be granted on application.

Salary

Salary is paid fortnightly (every second Thursday) calculated up to and including the Thursday. Payment is made to a bank, building society or credit union account nominated by the employee. The University's flexible payroll systems allow premiums, medical and hospital fund contributions, and credit union deposits or repayments.

Tax Effective Salary Packaging Options

The University recognises the value to employees of flexible remuneration planning. Salary sacrificing is one way to provide this flexibility. The principle aim of salary sacrificing is to legitimately restructure the way you receive your salary to suit your individual needs and potentially maximise your take home pay. This is achieved by allowing you to receive part of your salary in the form of benefits rather than receiving it all as salary.

Benefits include

- [Child Care](#)

- [Electronic Diary or Personal Digital Assistant \(PDA\)](#)
- [Laptop or Notebook Computers](#)
- [Lifestyle Clinic \(UNSW Medicine\)](#)
- [Motor Vehicles](#)
- [Parking](#)
- [Superannuation](#)
- [Unigym Membership](#)
- [Association of Tertiary Education Management](#)

Superannuation

The University offers a generous superannuation scheme with up to 17% employer contributions available to most staff on contracts of 2 years or more. For contracts of less than 2 years an employer contribution of 9% is paid. UNSW employees who are members of the Superannuation Scheme for Australian Universities (SSAU) and the UNSW Special Purposes Superannuation Scheme have the option of salary sacrificing.

Family Friendly Work Practices

UNSW has a comprehensive range of family-friendly work practices in place to assist staff maintain a work-life balance. These practices are designed to find the best possible match between the interests of the University and those of individual employees and can include flex-time, permanent part-time work, tele-commuting (working from home), job sharing, provision of child care, recognition of carer's responsibilities and generous, flexible leave, such as parental leave and carer's leave.

Onsite Car Parking

In addition, onsite parking is available for staff for a nominal fee.

University-Based Child Care Centres

There is a range of child care related assistance offered by the University. Child care waiting lists can be long, so it is advisable to inquire about places well in advance. The centres which provide places for children of staff are Tigger's Place, the House at Pooh Corner and Kanga's House.

Tigger's Place Priority is given to staff of UNSW.
Hours: 8.15am – 6:00pm

Places for 40 children (15 babies and toddlers, 25 children aged 2.5 – 6 years)

The House at Pooh Corner Priority given to UNSW students, then staff, then the community
Hours: 8:00am – 6:00pm, 48 weeks per year
Places for 72 children, ages 6 weeks to 5 years

Kanga's House Priority given to staff of UNSW and local community.
Hours: 8:00am – 6:00pm

Places for 88 children aged 3 months to 5 years.

A ***child care salary packaging scheme*** is available to staff using the University's work based child care centres. This scheme allows staff to allocate a portion of their pre-tax salary for child care.

Other Services

E-mail and Internet Access is available for all staff. Employees are able to utilise the internet provider and email services of the University not only as part of their day-to-day work requirements but also for home use. The rates for home use are very competitive with commercial providers.

The University Library and its services are available to staff. Upon receiving your employee number and completing an application form you will have full borrowing rights.

The University Gymnasium is located on the lower campus and is open seven days a week offering a wide choice of recreational and fitness activities for both groups and individuals. Activities available include the use of the University swimming pool, aqua fitness and cardio/weights programs, the hire of volleyball, basketball, indoor soccer, badminton, table tennis, tennis and squash courts.

In addition, the **UNSW Sports Association** offers a wide range of courses and activities. A sample of the courses offered include archery, ballroom dancing, scuba diving, martial arts, sailing, skydiving and yoga. The Association produces a booklet prior to each session detailing the full list of available options.

The University Health Service provides a full range of GP, dental and physiotherapy services for staff and students and their families. The medical practitioners bulk bill. The Service is located on the ground floor of eastern wing of the Quadrangle Building.

An **Optometry Clinic** offers staff and students general eye examinations, specialist low vision services, colour vision assessment, vision training, sports vision assessments and contact lens fitting. Eye examinations are covered by Medicare. Spectacles and contact lenses are supplied at a reduced cost.

A free and confidential **Staff Counselling Service** is available to University staff through the UNSW Employee Assistance Program (EAP) which is provided by an independent firm engaged by the University.

Chaplains from a variety of religious denominations are available.

The National Institute of Dramatic Art (NIDA) is located on the Kensington Campus. Several student productions (some free) are held during the year in the NIDA theatre or the Parade Theatre, which are both on Anzac Parade. The School of Theatre, Film and Dance holds public performances in the lo Myers Studio. Various student groups also stage productions and reviews during the year.

The Australia Ensemble is resident at the University. Each year it performs six evening concerts in the Sir John Clancy Auditorium and holds free daytime rehearsals before each concert which staff and students may attend. Other musical highlights include performances by The Collegium Musicum Choir, the UNSW Orchestra, Pipers Wind Band and UNSW Opera.

Banks and Credit Unions are located around the University. The Commonwealth Bank, the ANZ Bank and Unicom have separate branches and a number of ATMs are located on campus. A range of other banks and credit unions are located within short walking distance at Randwick.

Transport

All employees have access to the use of several undercover parking stations located on the University. For a small fortnightly salary deduction, employees can enjoy this 24 hour service on a daily or long term basis.

The University is well serviced by public transport buses both to and from the University. Special express bus services are also available for staff and students. The State Transit Authority have a help line open from 6am to 10pm, the number is 131 500. State Transit also has a web site located at www.sydneytransport.net.au.