



## POSITION DESCRIPTION

### SECTION A: Position Context

<b>Position Title</b>	Digital Learning Designer
<b>Position Grade</b>	E1 - Officer
<b>Category</b>	Executive
<b>Campus / Unit</b>	Sarawak Campus – Academic Office
<b>Term of Appointment</b>	Fixed-Term appointment
<b>Effective Date</b>	March 2025

### Position Purpose

The position is an executive position at the Sarawak Campus.

This position will be responsible for the effective design and development of engaging, accessible, and innovative learning experiences and assets that meet the diverse needs of learners, in compliance with various policies and procedures relevant to the academic practices of the University. The position will work closely with Deputy Pro Vice-Chancellor (Academic), Head of Learning and Teaching Unit (LTU), Manager of the Academic Administrative Office, Deans, Associate Deans, Heads of Schools, Heads of Departments and other staff on campus.

### Participation on Committees

The position will be required to participate on relevant committees as and when needed for the efficient performance of duties and as directed by the Head of the Learning and Teaching Unit; or Manager, Academic Administrative Office; or Deputy Pro Vice-Chancellor (Academic); or any other person as assigned by an authorised personnel.

### Supervision Reporting Relationships

<u>This</u> position's supervisor / manager	Head of Learning and Teaching Unit; or any other person as assigned by an authorised personnel
Other positions reporting to <u>this</u> position	None

### Location

This position is located at the Swinburne University of Technology Sarawak Campus.

## SECTION B: Key Responsibility Areas

The Key Responsibility Areas (KRAs) are the major outputs for which the position is responsible and are not a comprehensive statement of the position activities.

KEY RESPONSIBILITY AREAS		
1.	<b>LEARNING DESIGN AND DIGITAL LEARNING SUPPORT</b>	<ul style="list-style-type: none"> <li>Contribute to the effective design and development of blended learning deliverables to specified learning solution project outcomes.</li> <li>Design and develop engaging digital learning experiences using appropriate teaching and learning tools.</li> <li>Collaborate with academics, subject matter experts and other stakeholders to understand their needs and develop appropriate solutions.</li> <li>Support in producing storyboards, prototypes, and final products for blended units and courses.</li> <li>Produce engaging voiceovers, graphics, and video content for educational use.</li> <li>Create multimedia assets such as videos, animations, and graphics using various multimedia applications.</li> <li>Design and develop engaging interactions and develop 2D/3D models for various learning formats.</li> <li>Conduct user testing and gather feedback to enhance learning experiences.</li> <li>Contribute to refining digital learning processes based on user feedback, emerging technologies, and pedagogical advancements.</li> <li>Ensure all materials are inclusive and accessible.</li> <li>Support the design, development and delivery of training and support to academics and staff</li> </ul>
2.	<b>OPERATIONS / PROJECT MANAGEMENT/ MANAGING DELIVERY</b>	<ul style="list-style-type: none"> <li>Develop and manage project timelines, ensuring all milestones and deliverables are met within established deadlines.</li> <li>Prepare and maintain comprehensive documentation for monitoring, reporting, and evaluating project progress.</li> <li>Source and compile data to track project milestones, identify emerging issues, and report on overall progress.</li> <li>Collaborate with team members to resolve project-related issues and adjust plans as necessary.</li> <li>Comply with the University policy, procedure and system requirements and relevant external policies and regulations.</li> <li>Ensure compliance with copyright and intellectual property laws.</li> </ul>
3.	<b>STAKEHOLDER ENGAGEMENT</b>	<ul style="list-style-type: none"> <li>Collaborate with internal and external stakeholders to develop learning activities while ensuring compliance with quality and accessibility standards.</li> <li>Engage with key stakeholders to clarify project objectives and maintain open lines of communication throughout the project lifecycle.</li> </ul>
4.	<b>TEAMWORK</b>	<ul style="list-style-type: none"> <li>Foster a culture of collaboration, innovation, and continuous improvement within academic practice through effective communication, consultation and staff mentoring.</li> <li>Work closely and collaboratively with the academic practice team to develop and implement strategies for educator capability building and the promotion of an innovative culture for the digital transformation of learning and teaching.</li> <li>Demonstrate a commitment to teamwork and the maintenance of a supportive and collaborative work environment with both internal and external stakeholders.</li> <li>Work collaboratively with cross-functional teams.</li> </ul>

<b>KEY RESPONSIBILITY AREAS</b>		
5.	<b>CUSTOMER SERVICE</b>	<ul style="list-style-type: none"> <li>• Provide support for new staff, students and visitors to ensure an excellent first impression.</li> <li>• Respond to any queries in a timely and polite manner.</li> </ul>
6.	<b>OCCUPATIONAL HEALTH AND SAFETY (OHS)</b>	<p>Assist management in ensuring compliance of all OHS legal and procedural requirements by various stakeholders, including through the following:</p> <ul style="list-style-type: none"> <li>• Execute OHS requirements in respective work areas;</li> <li>• Maintain cleanliness, good housekeeping and overall safe work environment; and</li> <li>• Undertake immediate correction and improvement action on any non-compliance practices, and report all OHS related injuries, ill health or incidents to the OHS section.</li> </ul>
7.	<b>SWINBURNE VALUES AND CULTURE</b>	<ul style="list-style-type: none"> <li>• Commit to the Swinburne Values.</li> <li>• Conduct work professionally while demonstrating the Swinburne Values at all time.</li> </ul>
8.	<b>OTHER DUTIES</b>	Any other duties as required by the Head of the Learning and Teaching Unit; or Manager, Academic Administrative Office; or Deputy Pro Vice-Chancellor (Academic); or any other person as assigned by an authorised personnel.

## SECTION C: Key Selection Criteria

Application letters and/or resumes must address the Qualifications and Knowledge/Experience/Attributes sections under the key selection criteria.

<b>Qualifications:</b> Include all educational and training qualifications, licences, and professional registration or accreditation, criminal record checks etc. required for the position.		<b>Essential / Highly Desirable / Desirable</b>
1.	<p>a) A Bachelor's degree in design, education, instructional design, learning design or a relevant discipline from a recognised institution; or a Bachelor's degree with subsequent relevant experience; OR</p> <p>b) A Diploma in a relevant discipline from a recognised institution with a minimum of three (3) years of relevant working experience.</p> <p>Fresh Bachelor's degree holders in relevant disciplines can be considered.</p>	Essential

<b>Experience / Knowledge / Attributes:</b> Required by the position to successfully perform the position's key responsibilities.		<b>Essential/ Highly Desirable / Preferable</b>
1.	Experience in a range of blended learning environments, products, and understand their suitability for different learning outcomes and audiences.	Essential
2.	Demonstrated ability to work independently with internal and external stakeholders.	Essential
3.	Experience in designer tools such as Adobe Creative Suite and CANVAS Learning Management System or equivalent.	Highly Desirable
4.	Demonstrated experience in teaching and learning tools, designer tools such as Adobe Creative Suite.	Preferable
5.	Demonstrated experience with implementing quality teaching and learning processes to enhance the student experience.	Preferable
6.	Demonstrated experience in working with Learning Management Systems (LMS) and supporting learning technologies.	Preferable
7.	Demonstrated experience in professional development for academics.	Preferable
8.	Demonstrated ability to contribute to collaborative teams, work independently when required, and manage a varied and changing workload.	Preferable
9.	Strong interpersonal and communication skills with demonstrated ability to foster and maintain good relationships.	Preferable
10.	Demonstrated understanding and application of learning theories and digital learning principles.	Preferable
11.	Great understanding of learning design processes and the enhanced analytical and writing skills required to apply the knowledge.	Preferable