

<b>Position Title</b>	Learning Technologist
<b>Portfolio</b>	Education
<b>Division</b>	Education Partners
<b>Department/Cost Centre</b>	Education Partners - 05600
<b>Classification</b>	Specialist Staff Level 7
<b>Position Number/s</b>	102642
<b>Reporting to</b>	Manager – Education Partners
<b>Supervises</b>	NIL

## Who is South West TAFE?

South West TAFE is an education hub with a difference. We bring innovative education and industry insider knowledge together to power talent for tomorrow.

To better meet the demands of the fast-paced world of 21st Century business, our courses are designed by industry and taught by professionals.

With over 150 courses on offer, we are well suited to provide quality hands-on training across the major business sectors. Plus, our teachers, training facilities, support services and direct links with industry are second to none.

Our campuses are located throughout the southwest Victoria region, including Warrnambool, Hamilton, Portland, Colac and Sherwood Park with a further delivery site at Glenormiston.

Our **Ambition** is to provide future focused education that creates a lifetime of opportunity and employability.

Our **Purpose** is to deliver a modern and fresh approach to helping generations develop the skills they need for the futures they aspire to.

Our **Values** are:

- **Integrity & Impartiality** - We are transparent and ethical in all that we do, every day
- **Respect & Human Rights** - We demonstrate trust, understanding and embrace diversity
- **Leadership** - We will be forward thinking, collaborative and inspirational
- **Accountability** - We take ownership of our actions and deliver on our promises
- **Responsiveness** - We will deliver and respond with care.

## Division Overview

The Education Portfolio consists of five teaching divisions and a newly created Education Partners division. This division partners with the teaching divisions to support the quality habit while delivering future focused education that creates a lifetime of opportunity and employability.

Together the Education Portfolio represents the institute's purpose and values working collaboratively, cleverly, creatively and courageously with the communities and industries of South West Victoria and beyond in exciting new and emerging markets.

The Education Partners division support the ongoing design and development of innovative training and assessment that is regularly reviewed and improved through the activities of both the TAS and Assessment Panels.

We continue to develop strategic and mutually rewarding partnerships and engagement internally and with communities, industry and government through a strong commitment to developing and broadening commercial training and consultancy services delivering real outcomes to commerce, community, industry and governments. This is achieved through the Institutes Training areas and Divisions, operations which offer a comprehensive range of commercial products and services.

## Position Overview (Your Opportunity)

The Learning Technologist is an experienced program designer with a sound knowledge of Learning Management Systems. This role incorporates developing and overseeing training for teachers, students and administrators, with the introduction of technology into the classroom. Collaborating with the teaching staff, they provide expertise on developing technology programs to suit the specific student needs; whether that be advanced learning, tailoring courses for those with learning disabilities, or developing literacy, numeracy and digital skills in students.

This role plays a key part in supporting the Education Division to use technology via SWTAFE Online to enhance the student experience.

## Key Accountabilities

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All South West TAFE staff are required to act and work in the best interest of the organisation, as such every staff member has accountabilities to uphold for both their position and the wider organisation,

These accountabilities include but are not limited to:

### **Your Position**

- Overall oversight of the SWTAFE Learning Management Systems to support a consistent, high quality user experience for students and staff
- Provide expert advice to SWTAFE on efficiencies and options within the Learning Management Systems
- Develop and oversee training for teachers and administrators, supporting them in introducing technology into the classroom
- In collaboration with Teaching staff, develop technology programs to support specific student needs; whether that be advanced learning, tailoring courses for those with learning disabilities, or developing options for English as a Second Language (ESL) students
- Develop and support learning technologies, advise and share best practice and design and deliver inductions, working with the user experience and learning design functions
- Identify ways to improve the use and interaction with technology by teachers and students
- Utilise technology tools to improve the learning and assessment experience
- Incorporate the use of apps, blogs or discussion boards, digital whiteboards, and other interactive online tools for students and teachers
- Work closely with the ICT and Innovation team to ensure the day-to-day function of the Learning Management System meets the needs of the organisation
- Oversee virtual learning courses and virtual learning platforms
- Maintain all reporting and analysing statistics for the online learning programs and related technology tools

### **Your Organisation**

- Recognise areas in which guidance and support is required from the Manager and seek appropriate assistance
- Keep up to date with relevant industry information and best practice
- Comply with internal policies and procedures including the Code of Conduct
- Demonstrate the organisational values on a daily basis and proactively seek to maintain a healthy and safe work environment
- Commit to access and equity principles in carrying out work functions
- Actively participate in the organisation's Achievement Development Program (ADP)

This position description describes in general terms the normal duties which the position is expected to undertake. However, the duties described may vary or be amended from time to time without changing the level of responsibility.

## Key Selection Criteria (Key to Success)

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Successful candidate will demonstrate the best combination of the following characteristics;

- Substantial (5+ years) at a senior level in the provision of technology and high-level administrative support working within program design
- Excellent organisation skills and the ability to establish and maintain effective office management systems and records
- Highly developed communication skills, with demonstrated ability to build strong relationships with internal and external stakeholders.
- Demonstrated ability to learn new systems at a complex level and experience in functional and user acceptance testing, including the development of user testing scripts.
- Demonstrated ability to meet deadlines, achieve goals and to work concurrently on, and prioritise, multiple tasks and work schedules.
- A demonstrated service focus with experience in liaising with application users to understand and document system needs.
- Ability to diagnose, solve and rectify problems through the application of critical thinking and high-level customer support skills.

## Qualifications and Requirements

### *Mandatory requirements*

- A relevant degree appropriate to Information Technology, Design or Interactive Digital Media with relevant work experience in a learning design setting; or lesser formal qualifications with extensive experience with management expertise in technical or administrative fields
- Variation of the above may be considered
- Employee Victorian Working with Children and satisfactory Police Check
- Current Victorian Driver's license
- Experience using Microsoft Office products and relevant industry software and programs

### *Highly desirable requirements*

- Experience working in an educational environment, in a senior administration and support capacity
- Experience in the coordination of programs within a training environment.

## Additional Information

- South West TAFE supports Equal Employment Opportunity and are committed to make diversity, equality and inclusion part of everything we do – from how we develop and deliver our courses, to how we build our diverse workforce. We actively encourage applicants from all backgrounds to apply
- South West TAFE is a child safe organisation focusing on the wellbeing and inclusion of children and young people
- Position, requirements, classification skill level required and conditions in accordance with South West Institute of TAFE (Specialist Staff) Enterprise Agreement 2021
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive
- SWTAFE may alter this Position Description if and when the need arises to best suit the operation requirements of the position
- Any member of SWTAFE may be required to work at any site dependent upon business needs

	Authority level	Name	Date
Prepared by	Recruiting/Hiring Manager		
Approved by	Department Executive Manager		
P&C review	People & Culture		
Agreed by			