EDUCATIONAL TECHNOLOGY AND DESIGN MANAGER

DEPARTMENT/UNIT	Office of the Pro Vice-Chancellor (Indonesia)
FACULTY/DIVISION	Office of the Pro Vice-Chancellor (Indonesia)
CLASSIFICATION	HEW 8
DESIGNATED CAMPUS OR LOCATION	Monash Indonesia

ORGANISATIONAL CONTEXT

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit www.monash.edu.

In establishing the Monash Indonesia campus the University is continuing its commitment to being a truly global university. This new Monash campus joins a dynamic network alongside the highly successful Monash University Malaysia, as well as our partnered campuses in Suzhou, China and Mumbai, India.

The campus will make a strong and distinctive contribution to Indonesia's social, economic and technological development. Through the addition of this campus to our global network, Monash is cementing its position as a truly global university focused on making a positive global impact. Indonesia is a key partner for Australia and the University, and we're committed to building our existing, and forging new, lasting relationships.

Monash Indonesia will build and strengthen existing ties between Australia and Indonesia, and offer staff, students, alumni and partners collaborative opportunities with a world top 100 university operating across five countries in the Asia Pacific region. We will pave new pathways for students who desire a global education and be awarded at the conclusion of their studies with a world-class Monash University degree.

POSITION PURPOSE

The Educational Technology/Design Manager ensures the delivery of a world-class suite of enterprise educational technologies for Monash Indonesia. This position leads and manages on-going work programmes to provide end-to-end delivery of multiple enterprise platforms and licensed technologies both onshore and offshore. The Educational Technology/Design Manager provides a broad range of specialist design, development and assessment expertise in educational design to academic and professional staff across Monash Indonesia to achieve effective uptake of new educational approaches, educational technologies, and use of learning spaces.

This position will lead the development of educational resources, and provide consultative support, expert educational advice and guidance to academic and professional staff in Monash Indonesia.

Reporting Line: The position reports to the General Operations Manager

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Working closely with the Monash Indonesia academic community to develop, implement and evaluate educational technologies, tools and/or innovation initiatives

2. Provide expert consultative support and educational technology and innovation advice and guidance to academic and professional staff in designing, developing and modifying content, curriculum and classroom instruction to enhance and transform learning and teaching

3. Lead and manage relevant programmes of work in Monash Indonesia, working closely with both internal and external senior stakeholders

4. Build and cultivate collaborative partnerships between Monash Indonesia and the Educational Innovation Community of Practice to develop tailored education design solutions and collaborate in a way that provides for the effective two-way flow of communication

5. Provide expert pedagogical insight into design, configuration and implementation of technology and physical components

6. Ensure the development of standards, templates, exemplar practices and other programme documentation

7. Lead and manage review, evaluation and continuous improvement activity in related areas, while monitoring and mitigating risk in relation to services and deliverables

8. Lead and manage the development of communications and stakeholder engagement strategies for educational technology programmes, and contribute to an overall communications strategy for the area

9. In collaboration with the Monash Education Academy, ensure the provision of academic professional development (e.g. training sessions, online resources) that successfully engages staff from across the University in using educational technologies effectively

10. Work in consultation with the Deputy Vice Chancellor (Education) to contribute to the overall strategic planning of Monash Indonesia, particularly with regard to technology platforms, learning spaces, and pedagogies

11. Other duties as directed from time to time

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
   ● a postgraduate qualification or progress toward a postgraduate qualification with extensive experience and expertise in areas relevant to the position, or
   ● an equivalent combination of relevant knowledge, training and/or experience

Knowledge and Skills

2. High-level expertise in, and experience of, one or more learning management systems and a wide range of other educational technologies in use in contemporary higher education or similar education and training environments

3. Experience in curriculum design and development of online/e-learning material, educational design, and educational technologies and in driving the implementation of educational change programs

4. Demonstrated ability to collect, evaluate and present trend data for the monitoring, measurement and adaptation to enhances teaching and learning effectiveness

5. Outstanding technical, analytical and problem-solving skills, including the ability to provide advice and effectively present strategy and complex information

6. Demonstrated successful experience in driving the implementation of educational change programmes, including co-ordinating activities, resources and/or budgets

7. High level of communication, influencing and interpersonal skills, including a proven ability to work as part of a team and independently

8. A solution-oriented, positive outlook, with advanced skills in team leadership, teamwork, interpersonal communication and stakeholder engagement

9. Previous experience in a tertiary education institution and an understanding of the issues regarding the academic, research, administrative and social aspects of a university

10. Proven extensive experience in developing and delivering stimulating and engaging professional learning for teaching staff in both small group and workshop settings

11. Advanced organisational, time and project management skills, including the ability to plan, implement and execute new initiatives with the demonstrated ability to think creatively

OTHER JOB RELATED INFORMATION

- Willing to travel as required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted
- This position will require a successful National Police Record check
- This position will require a successful Medical check

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.