

WHITLEY COLLEGE - POSITION DESCRIPTION

Digital Learning Design and Innovation Lead

(0.5EFT) Commencing immediately, subject to contract.

Flexible working arrangements may be an option at the discretion of the Principal.

Salary will be discussed with shortlisted candidates.

Whitley College

Whitley is the Baptist College of Victoria and offers theological education, doctoral supervision, and ministerial formation to students in Victoria, Australia, and internationally.

Our vision looks beyond educational achievements fostered only in a classroom or a Zoom environment. We anticipate significant and ongoing improvements to our existing digital learning environment over the next three years.

Whitley aspires to be a learning organisation that will equip and resource its staff to be the best digital educators we can be, encouraging and supporting advanced digital literacy across our staff team, to the extent that this supports digital learning.

Position purpose

The DLDI Lead will contribute to the digital learning culture of the College, extending and improving our existing use of digital learning solutions and services.

The DLDI Lead will bring a creative and inquisitive approach to problem-solving and an ability to support strategic educational developments which, to be successful, will require digital learning strategies and solutions.

The DLDI Lead will play a vital and significant role in ensuring that Whitley establishes and maintains a reputation as a leading provider of theological education in Australia.

The DLDI Lead will be a member of the student services team, ensuring consistent student and staff experiences within Whitley's digital learning environment.

Position role

Within the digital learning environment

Lead in the investigation and benchmarking of emerging digital learning products and services, with a focus on products and services that promote and enhance staff and student engagement with the digital learning environment.

Lead in ensuring consistent learning experience across all Units offered by the College, by collaboratively designing and deploying learning templates and harmonising our use of digital tools and processes.

Lead in the integration of text with a wide range of digital learning resources in the ARK learning environment.

Lead in integrating the ARK learning environment with digital products already available to staff, including but not limited to, Zoom, MS365, Teams, ARK, Zotero, Library Hub, online repositories, etc.).

Within Whitley College

Identify and facilitate digital induction, ongoing learning, and professional development opportunities for staff that contribute to enhancing their capacity as digital educators.



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Attend Student Services Meetings and be available to attend Teaching and Research Meetings, as and when required.

Provide technical support and advice to Student services colleagues with responsibility for student ARK support and, in exceptional circumstances, resolve complex ARK problems.

Contribute digital learning technology expertise, where appropriate and requested, to discussion and decisions about College Policies and Strategies.

Liaise with the University and other Colleges, including ARK liaison on behalf of the College and in other digital learning discussions and processes felt to be of benefit for the College.

Manage digital learning subscriptions on behalf of the College.

Position Skills and Knowledge

Digital learning skills

- Be familiar with both Apple and MS-based PCs and related devices.
- Have a critical understanding of Generative AI and its implications for digital learning.
- Have advanced MS Office Suite.
- Applications certification and Google Suite skills will be an advantage.
- Have a familiarity with the range of hardware that can enhance digital learning.
- Have a familiarity with Google workspace, collaborative digital learning products, and
- Have excellent ICT skills.
- Have, or be prepared to rapidly acquire, advanced knowledge of the University's digital learning platforms and resources.

Personal skills

- Demonstrate an ability to work collaboratively.
- Demonstrate a commitment to personal development through learning and conferencing opportunities, maintaining external professional affiliations and connections.
- Demonstrate familiarity with the University curricula.
- Demonstrate skills of effective self-organisation and time management.
- Committed to Policies and Codes of Conduct as they apply to employees of a College that is a constituent part of the University of Divinity.
- Demonstrate familiarity with the preparation of the annual operational budget.

Qualifications

- Demonstrably relevant tertiary qualifications plus experience in another digital learning environment.

HOW TO APPLY

Please email your full CV with a Cover Letter to the Executive Assistant to the Principal, Carrie Chiu: cchiu@whitley.edu.au

Applications will only be considered if they are accompanied by a full CV, plus a cover letter outlining how your experience and qualifications align with the requirements for the role.

The deadline for applications will be at 5.00pm, Friday 7th June 2024.

Successful applicants should be prepared to be available for an interview in either of the weeks beginning Monday 10th June and Monday 17th June.