

POSITION DETAIL

POSITION TITLE:	Educational Designer
REPORTS TO:	Director, Entrepreneurship
REMUNERATION:	Salary commensurate with experience plus NFP salary packaging
WEBSITE	www.sse.edu.au

CONTEXT AND ACCOUNTABILITY

The Educational Designer (ED) uses their extensive research skills, strong stakeholder engagement skills and their contemporary knowledge of pedagogy and educational design models to plan and build educational programs and assessments that are delivered in face-to-face, blended, and online environments. The Educational Designer implements theory and educational study to inform the creative process to ensure that SSE's learning models are successful. The incumbent interacts with a range of technologies and has strong verbal and written communication skills, regularly consulting with clients and stakeholders to gain the necessary understanding of the subject to be communicated. This includes translating industry-specific knowledge and information from a range of sectors to develop SSE's Microcredentialed programs.

In addition, this role supplies facilitators and educators with course materials to help their teaching and facilitation. These can include trainer and student manuals, learning handbooks and preparing e-learning resources. This incumbent may also create interactive teaching resources to make courses more accessible, such as preparing videos or educational podcasts for different courses or programs.

OVERVIEW OF THE SCHOOL AND POSITION CONTEXT

Building Australia's knowledge economy and removing barriers to employment for more Australians by delivering work-relevant skills training and learning pathways.

SSE is Australia's first and only Government-initiated School of Entrepreneurship. It was established to enhance and embed growth mindsets, entrepreneurial skills, and innovative thinking across diverse communities—empowering positive global impact both now and in the future. SSE's global networks and community impact is espoused by a unique foundation and structure: a for-purpose organisation with a distinct association of founding member institutions comprising all 11 NSW universities and TAFE NSW.

SSE works in collaborative partnerships with diverse stakeholders across education and business ecosystems to provide entrepreneurial and innovative learning opportunities that help individuals grow future of work capabilities and enable job creation and education pathways.

The Educational Designer (ED) is a core member of SSE's Entrepreneurship Team (the Team) which is responsible for product innovation, development and delivery. Reporting to the Director, Entrepreneurship, the Educational Designer works collaboratively with members of the Entrepreneurship Team, Business Partnerships Team, Marketing Team and Operations Team throughout the course and program design, development, and delivery process. More specifically, the ED contributes to the Entrepreneurship Team by designing courses aligned to SSE's quality standards, and clients' graduate learning outcomes, that deliver an excellent student experience as well as meet curriculum and accreditation standards if required.

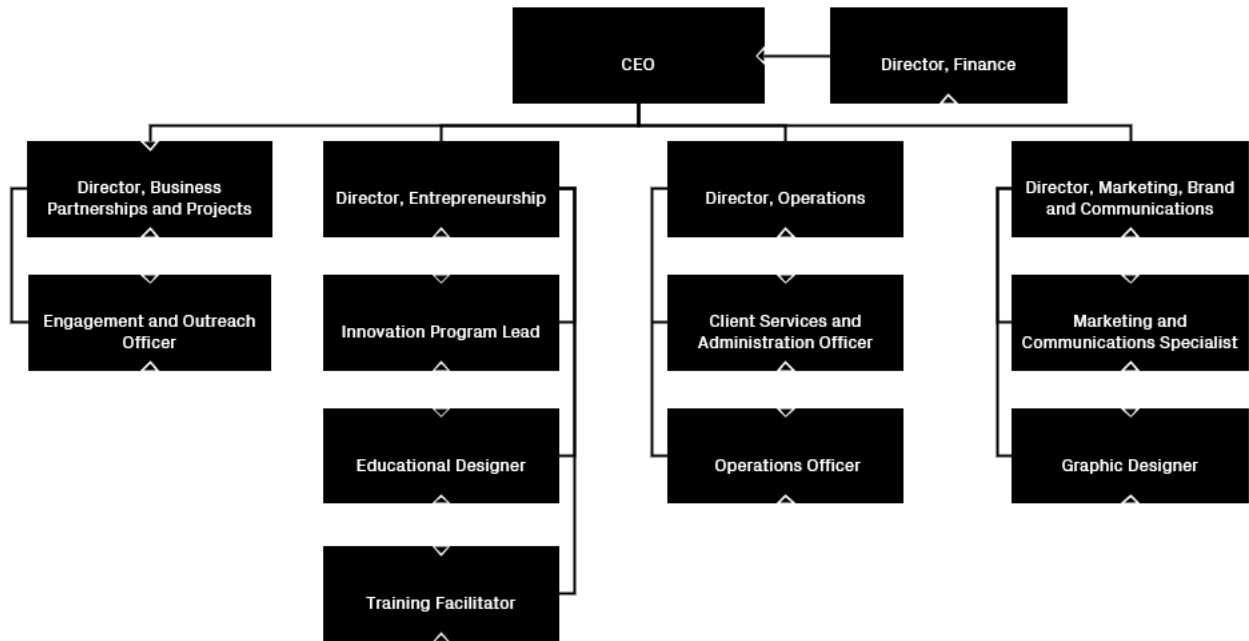
KEY ACCOUNTABILITIES

	Frequency
<p>Program Design and Development</p> <ul style="list-style-type: none"> • Work with SSE staff, clients and individuals to identify learning needs and determine the learning objectives/outcomes • Work collaboratively with subject matter experts (SMEs) to elicit content as required • Design the programs' learning structures and sequences • Develop assessments in line with learning outcomes • Design and develop engaging and impactful learning experiences for face-to-face, blended and online programs delivery as applicable • Design and develop learning content, materials and resources • Implement learning programs in conjunction with the Entrepreneurship and Operations Teams • Actively contribute to the process for program accreditation with industry, secondary and tertiary institutions, and ASQA as applicable 	Ongoing
<p>Quality Assurance and Continuous Improvement</p> <ul style="list-style-type: none"> • Use the latest research into educational design theories, tools, and resources to develop learning that delivers results • Use best practices in educational psychology to ensure the most suitable teaching methods are used • Design and develop program evaluation tools and metrics • Evaluate the effectiveness of programs with an evaluation approach that incorporates feedback and assessment • Provide advice and recommendations to drive improvements, efficiencies and refinements to SSE's products and services 	Ongoing
<p>Collaboration</p> <ul style="list-style-type: none"> • Contribute to the building of institutional capacity and individual capability for technology-enabled learning and teaching by training others on the use of the Learning Management System (LMS). • Support colleagues, external stakeholders and learners in the effective use of e-learning strategies and tools. • Comply with health and safety policies and procedures of SSE and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others. 	Ongoing
<p>General</p> <ul style="list-style-type: none"> • Perform any other work activities relevant to the role's key accountabilities as approved by the CEO and commensurate to the role's classification level. • Some state-wide travel may be required in the context of achieving strategic outcomes and key accountabilities. 	As Required

SELECTION CRITERIA

EXPERIENCE, SKILLS AND QUALIFICATIONS	ESSENTIAL	DESIRABLE
Current Certificate IV in Training and Assessment (TAE40116), or Diploma of Training Design and Development (TAE50216), or relevant tertiary qualification with subsequent relevant experience or equivalent competence gained through any combination of education, training and experience.	X	
Demonstrated expertise in pedagogical theories, frameworks and best practices to inform the use of educational methodologies and technologies to facilitate learning.	X	
Demonstrated ability to think strategically and identify ways to innovate the improvement of learning and teaching in a variety mediums/delivery formats.	X	
Excellent written and verbal communication skills, with a high level of attention to detail for deliverables produced.	X	
Excellent stakeholder management skills including the ability to liaise effectively with a diverse range of stakeholders to ensure successful outcomes.	X	
Demonstrated ability to respond to changing priorities, manage multiple tasks and meet competing deadlines by using judgement and initiative.	X	
Highly proficient in the use of Learning Management Systems, and other educational design tools.	X	
Knowledge or experience of the NFP sector and/ or a start-up and/ or entrepreneurial/ innovation ecosystem is desirable.		X

ORGANISATIONAL CHART



November 2022

KEY RELATIONSHIPS

INTERNAL

MAIN CONTACT	FREQUENCY	PURPOSE
Director, Entrepreneurship	Daily	In the context of relevant Key Accountabilities
Innovation Program Lead	Daily	In the context of relevant Key Accountabilities
Training Facilitator(s)	Daily	In the context of relevant Key Accountabilities
CEO	As required	In the context of relevant Key Accountabilities
SSE Directors	As required	In the context of relevant Key Accountabilities
SSE staff – all levels	As required	In the context of relevant Key Accountabilities

EXTERNAL

MAIN CONTACT	FREQUENCY	PURPOSE
University and TAFE NSW Members	As required	In the context of relevant Key Accountabilities
Community, industry and professional partners and stakeholders	As required	In the context of relevant Key Accountabilities
Service Providers: suppliers, and other vendors and stakeholders	As required	In the context of relevant Key Accountabilities

WORKING WITH CHILDREN

Working with Children Check clearance must be obtained (at the company's expense). Please refer to SSE's Working with Children Policy for further information.

EQUAL EMPLOYMENT OPPORTUNITY / AFFIRMATIVE ACTION

SSE is committed to diversity and social inclusion. Applications from people of culturally and linguistically diverse backgrounds; equity target groups including women, people with disabilities, people who identify as LGBTIQ; and people of Aboriginal and Torres Strait Islander descent, are encouraged.

WORK HEALTH AND SAFETY (WHS)

Understand your WHS responsibilities and actively ensure the health, safety and wellbeing of yourself and others at work in accordance with, but not limited to, SSE's WHS Policy, Code of Conduct and relevant procedures.

AUTHORISATION

The Supervisor and Appointed Delegate confirm that this is a true reflection of the duties and accountabilities of this role.

SUPERVISOR	Position Title: Director, Entrepreneurship	APPOINTED DELEGATE	Chief Executive Officer
			Dr Sarah Jones