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| Position Title: Associate Learning Experience Designer | Business Unit: Dean & Academic |
| Reports To: Head of Learning Experience Design | Direct Reports: No |
| Employment Type: Full-time Fixed Term (9 months) | Classification: General Staff Level 4 – Education Services (Post Secondary Education) Award 2020 |
| Budget responsible for: NA | Location: Wellington Street Campus |

## Purpose of the Role

In 2025, Collarts is embarking on an exciting new chapter—the launch of Collarts Online. This initiative brings selected programmes to a wider audience through high-quality, interactive, and flexible online learning.

To realise this strategic goal, we're expanding our Learning Experience Design (LXD) team with fixed-term roles focused on designing and developing engaging asynchronous content. These roles are key to shaping an immersive and industry-connected online experience that reflects Collarts' hands-on approach to creative education.

The Associate Learning Designer is responsible for developing and building interactive, high-quality online learning units in Canvas. This includes front-end, learner-facing design, ensuring content is engaging, consistent, and accessible. The role also supports the creation and maintenance of style guides and quality assurance processes to uphold design standards across all online offerings. Collaborating with Learning Experience Designers, subject matter experts (SMEs), and leadership, the Associate Learning Designer leverages edutech tools to translate curriculum outlines into effective, learner-centric digital experiences.

This is a fixed-term role based at our Wellington Street Campus in Collingwood, with a hybrid work arrangement and a requirement for regular on-campus collaboration. There may be occasional times when working outside of normal hours is necessary to coordinate events, meet project deadlines, or operational needs.

## Strategic Goals the role contributes to the success of achieving

**We will launch Collarts Online**, a new offering of selected programs to an online audience. We will provide high-quality, interactive, asynchronous content, designed to be delivered flexibly around work and life commitments. We will create an engaging online creative community.

**We will be the employer of choice**, particularly for creative industry academics, attracting, retaining and developing top talent in our fields. We will have the best mentors, teachers, guides and coaches championing students for a lifetime of success.

**We will give Collarts students access to new curriculum opportunities**, including electives, shared units, double degrees, UG certificates, VET

qualifications and professional accreditations that boost their artistry, entrepreneurship and employability and fill our classrooms. We will keep alumni and industry partners up to date with the latest skills and knowledge via short courses.

**We will be relentless in our pursuit of seamless, efficient ways of working**, leaving creativity for the classroom. Our operations roadmap and financial plan will focus on taking the effort out of administration and delivering improved, sustainable margins.

## Key Outcomes

- Develop consistent, interactive online content in Canvas that reflects Collarts' brand, style, and quality standards.
- Collaborate effectively with designers, IT, and subject matter experts (SMEs) to deliver courses aligned with educational objectives and best-practice online pedagogy.
- Utilise innovative eLearning tools (H5P, Genially, Miro) to enhance student engagement and learning outcomes.
- Upskill key stakeholders in the use of educational technology.
- Assist in troubleshooting and rectifying issues with front-of-house design and development implementation.
- Contribute to and maintain style guides and quality assurance (QA) procedures to ensure accessibility and a cohesive learner experience across all online units.

## Key Accountabilities

The following accountabilities are not exhaustive, and others may be included as directed and in alignment with the role classification level.

**Development**
- Collaborate with the learning experience design team to develop online courses in Canvas, including uploading and organising content, and configuring assessments and activities.
- Leverage Canvas functionalities (course shells, templates, assignments, quizzes, discussions, digital assets and technologies) to deliver engaging, interactive and accessible learning experiences.

**Stakeholder Engagement**
- Assist Learning Designers by updating and reviewing course materials (content, assessments and activities) in response to academic feedback or curriculum changes.
- Maintain and edit content to ensure alignment with product and academic quality as set out in the design plan and by the Head of LXD and Online Academic Lead.

**Quality**
- Perform quality assurance checks to confirm that all course materials meet established standards and guidelines.
- Actively participate in team initiatives and projects, contributing to a positive, collaborative work environment through effective communication and problem-solving.

**Compliance and Copyright**

- Maintain compliance with all relevant legislation, including copyright laws, consumer protection, and quality standards set by TEQSA and ASQA.
- Follow workplace policies, procedures, and guidelines, including confidentiality and code of conduct requirements.
- Maintain full compliance with all relevant legislation and regulations, including but not limited to:
  - education legislation such as HESA, ESOS, and the requirements of CRICOS / National Code,
  - quality standards issued by education regulators TEQSA and ASQA,
  - consumer protection and human rights legislation including anti-discrimination protections,
  - workplace health and safety legislation and associated safety instructions.

**Essential Competencies**

- A bachelor's degree in education, communication, design, technology or a related Online Pedagogy and Instructional Design; Or completion of a relevant Diploma qualification plus at least 2 years subsequent relevant work experience.
- Demonstrated experience working with a range of educational digital tools.
- Familiarity with an LMS (Canvas is particularly advantageous).
- A strong design aesthetic with the ability to work within a specified brief or style guide.
- Excellent collaboration skills, including giving and receiving constructive feedback.
- Familiarity with a university environment and its processes.
- Capacity to work autonomously and take proactive action to solve problems.
- Proven ability to meet deadlines and plan tasks effectively.
- Enthusiasm for technology and demonstrated ability to master new tools quickly.

**Desirable Competencies**

- Basic to intermediate knowledge of HTML and CSS.
- Work experience in an educational environment and/or webpage design, layout, or content management.
- Previous teaching experience.

## Our Collarts Values

All employees are required to conduct themselves in accordance with the Code of Conduct and associated Human Resources policies and uphold Collarts core values of:

**CURIOSITY** Play, have fun, try new things, experiment, adapt and learn. Accept ambiguity and uncertainty. Embrace nuance and complexity. Ask questions and be open minded.

**KINDNESS** Get to know people, be gentle and respectful. Ask for help and help others. Be generous, humble and compassionate. Make kindness the currency of authentic relationships.

**CONNECTION** Share information freely, listen deeply and be honest. Invite people in. Build trust. Find collaborators who yearn for the same things. Have faith in the power of the team.

**COURAGE** Take risks. Be ambitious and determined. Find your voice: speak up and be vulnerable. Persevere. Practise progress over perfection. Make failure a step towards success.
**MASTERY** Immerse in the creative process. Find your thing: show grit in the face of struggle. Hone your craft and artistry. Challenge yourself in the relentless pursuit of excellence.

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