

Position Title: Learning Experience Designer	Business Unit: Dean & Academic
Reports To: Head of Learning Experience Design	Direct Reports: No
Employment: Full-Time Fixed Term (12 months)	Classification: General Staff Level 5 – Education Services (Post Secondary Education) Award 2020
Budget responsible for: NA	Location: Wellington Street Campus

Purpose of the Role

Collarts is in the midst of an exciting new chapter with the ongoing rollout of Collarts Online. This initiative is expanding access to our creative education programs through high-quality, interactive, and flexible online learning.

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

The Learning Experience Designer develops digital learning experiences for Collarts Online. This role is responsible for designing, creating, and implementing high-quality online units and courses in the creative industries. Key focus areas include developing written course content and designing for asynchronous higher education courses using the Community of Inquiry framework and incorporating innovative edutech solutions to ensure alignment with best practice in online teaching and learning.

Collaborating closely with academic colleagues and external subject matter experts (SMEs), the Learning Experience Designer provides guidance on asynchronous pedagogical approaches, quality user experience, interactive content, and collaborative online learning environments. They design the front-end configuration of each online unit according to Collarts' internal build standards and facilitate the end-to-end process of delivering engaging, innovative digital content.

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. Occasionally, work outside of normal hours may be necessary to coordinate events, meet project deadlines, or respond to 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 better prepare students for study with foundation courses that build capacity, capability and confidence. Our student support will be world-class, adapting to the needs of our diverse cohorts. We will partner with students to codesign an outstanding student experience.

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.

Key Outcomes

- Manage multiple priorities to produce high-quality, asynchronous creative online learning experiences by applying pedagogical approaches grounded in current literature.
- Work within strict timelines and budget constraints while maintaining rigorous academic standards and ensuring alignment with the institution's digital learning strategy for an on-time launch of Collarts Online.
- Coordinate with a diverse range of stakeholders (including SMEs, academics, the LXD team, and Chief Academic Officer staff) to achieve project milestones successfully.
- Apply human-centred design principles to ensure a student-centred approach.

Key Accountabilities

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

Design and Implementation

- Collaborate with SMEs and academic teams to design and develop asynchronous online courses, with an emphasis on navigational and instructional written content, auditing volume of learning, and intentional use of feedback and interactive digital tools.
- Ensure all units meet quality UX/UI standards, pedagogical excellence, accessibility, and related criteria.

Stakeholder Engagement

- Provide targeted support to academic staff and external stakeholders, ensuring clear communication and alignment on the design vision, and unit operation
- Confidently lead dynamic design meetings and stakeholder gatherings to discuss course requirements, record design and development plans, and incorporate feedback.

Administration

- Provide regular progress updates to Senior Leadership, ensuring units are delivered on time, within budget, and according to agreed specifications.
- Autonomously project manage timelines to ensure on-time delivery, following escalation practices with clear and transparent communication.

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.

Selection competencies

Essential competencies

- Bachelor Degree or equivalent in a teaching or training or related discipline; or at least 3 years demonstrable experience in higher education learning design.
- Deep understanding of asynchronous teaching and learning methodologies.
- Ability to design engaging digital content that aligns with learning outcomes, constructive alignment principles, and accessibility standards.
- Strong time management skills with the ability to manage competing priorities while ensuring quality control.
- Excellent written and verbal communication skills for drafting course content and guiding stakeholders.
- Proven ability to facilitate design meetings, gather feedback, and maintain transparent, proactive communication channels.
- Experience coordinating with diverse stakeholders (SMEs, academics, senior leadership) and managing expectations effectively.

Desirable Competencies

- Commitment to maintaining a high standard of accessibility and visual design.
- Educational Technology Proficiency.
- Advanced proficiency in Canvas or Moodle.

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.