

POSITION DESCRIPTION

POSITION TITLE	Learning Technology Consultant
FUNCTION	Digital Learning
LOCATION	Carlton Melbourne
REPORTING MANAGER	Senior Consultant, Digital Learning
No OF DIRECT REPORTS	0

Prepared By:	Ellen Sullivan	Date Prepared:	September 2019
Approved By:		Date Approved:	

POSITION PURPOSE

The Learning Technology Consultant champions and ensures the successful optimisation, of MBS learning technologies by working collaboratively with MBS colleagues to ensure the use of learning technologies are effective and efficient.

The Learning Technology Consultant shares the insights, capabilities and benefits that learning technologies can bring to MBS learners and clients to ensure MBS stakeholders create the best digital learning experiences possible.

KEY RESULT AREAS:

KRA 1 – Manage key MBS learning technologies and introduce new educational technologies relevant to MBS needs

- Lead the configuration of key learning technologies at MBS
- Working closely with the Digital Learning team, drive improvements in the functionality and utilisation of learning technologies for the current and future needs of MBS stakeholders.
- Establish and manage successful relationships with learning technology vendors and third-party partners including coordinating contracts, subscriptions and licensing arrangements.

KRA 2 – Passionately investigates and shares the possibilities of learning technology

- Keeps the MBS community up-to-date with changes to currently used learning technologies, and the impact of those changes to MBS learners.
- Explores the opportunities of emerging learning technologies, including the MBS community in this exploration where relevant.
- Investigates relevant “Ed Tech” market trends and technologies and shares insights with the MBS community

KRA 3 – Proactively provide learning technology support

- Supports the build of online learning assets within learning technologies for key online and blended learning experiences.
- Listens to the needs of MBS stakeholders (external and internal) to proactively provide advice for the effective utilisation of learning technologies.
- Provides support to embed learning technologies into business-as-usual practices, with the aim of decreasing the dependency of support over time.
- Captures, maintains and ensures the accessibility of core learning technologies processes and procedures for MBS colleagues.

SELECTION CRITERIA

QUALIFICATIONS/EXPERIENCE/SKILLS

- Bachelor's degree in communication, computer science, information technology, instructional design, education, media, business, or relevant field.
- 3+ years' experience in the optimisation of learning technologies (from a development, product or user experience perspective).
- Experience with educational technology tools required (e.g., Learning Management System - Canvas).
- Experience with contemporary learning technologies, cloud-based learning applications and mobile learning.
- A passion for learning technologies.
- Ability to collaborate effectively in a team environment to achieve desired results.
- Effective analytical and problem shooting abilities.
- Ability to effectively communicate to a non-technical audience through excellent written and oral communication skills.

COMPETENCIES

- Learning Technologies
- Change and Influence
- Organised
- Driving execution
- Relationship focussed
- Collaborative
- Technical aptitude

MBS GUIDING PRINCIPLES

MBS is a values-based organisation which means that we understand that the way we go about things, our behaviours, attitudes and actions make a big difference to what we achieve. The way we do this is in consideration and demonstration of the following guiding principles:

Promote Diversity

'We embrace our diversity to promote opportunities for growth, learning and innovation'

Be Respectful

'We are open to other opinions and emotions, treat each other with respect and care for everyone in our community'

Work Collaboratively

'We foster trust, build strong relationships and work together to achieve the best outcomes'

Encourage Experimentation

'We act with courage, recognising it's okay to speak out and take risks to innovate and grow'

Act with Integrity

'Be honest, transparent, trustworthy and fair'

Be Accountable

'Take responsibility for your decisions and interactions'

Strive for Excellence

'We strive for excellence in all our actions and interactions'

MBS VISION

To be, and considered to be, the best business school in Australia and comparable to the top business schools in the world.