

## Position Details

<b>Position Title</b>	Learning Designer (AI and Assessment)
<b>Organisational Area</b>	Learning and Teaching
<b>Reports to</b>	Senior Manager, Learning, Teaching and Innovation
<b>Responsible for (management only)</b>	Course and Subject Design, integration of emerging technologies such as Artificial Intelligence
<b>Location(s)</b>	Manly and City Campus

## Overall Purpose

The Learning Designer (AI and Assessment) is responsible for leading the comprehensive (re) development of subjects to ensure they are contemporary, innovative, assessment-led, and aligned with institutional learning and teaching frameworks, policies and procedures.

The role focuses on the systematic redesign of assessments as the foundation of a programmatic assessment approach, considering each subjects' structure, applying a backwards curriculum design approach to ensure constructive alignment between learning outcomes, assessment tasks, learning activities, and content.

This position provides expert leadership in the responsible and effective implementation of emerging technologies, such as artificial intelligence in assessment design, academic integrity, feedback processes, and student learning. The Learning Designer (AI and Assessment) works collaboratively with Academic Program Managers, Discipline Deans, subject developers, reviewers, and teaching staff to deliver high-quality, industry-focused learning experiences across face-to-face and blended learning delivery modes.

## Accountabilities

<b>1.</b>	<b>SUBJECT DEVELOPMENT &amp; LEARNING DESIGN LEADERSHIP</b>
	Lead the development and redevelopment of subjects from the design phase to development and review through to implementation, ensuring pedagogical quality and contemporary relevance.
	Apply backwards design principles, ensuring assessments and rubrics are designed first and learning activities and content are constructively aligned to assessment requirements and learning outcomes.
	Provide expert guidance on assessment mapping, workload balance, and progression of learning across 11-week teaching sessions.
<b>2.</b>	<b>ASSESSMENT INNOVATION &amp; ARTIFICIAL INTELLIGENCE</b>
	Design and review student-centred assessment strategies that are authentic, industry-focused, innovative and engaging.

	Provide guidance in the responsible, ethical and transparent use of artificial intelligence within assessment design, feedback, and learning activities.
	Support subject developers to redesign assessments that assure learning as well as promote academic integrity.
	Ensure assessment briefs and rubrics clearly articulate expectations regarding AI use and academic conduct
<b>3.</b>	<b>LEARNING DESIGN QUALITY &amp; CONSISTENCY</b>
	Oversee subject (re)development to ensure compliance with ICMS learning and teaching frameworks and institutional policies and procedures.
	Review subject materials to ensure they are: <ul style="list-style-type: none"> <li>Fully digital and accessible, in alignment with Universal Design for Learning</li> <li>Contemporary and Industry focussed</li> <li>Appropriate for the AQF level for which learning is designed</li> </ul>
	Ensure student centred learning activities support active and inquiry-based learning, engagement, and employability skill development.
<b>4.</b>	<b>COLLABORATION &amp; ACADEMIC CAPABILITY BUILDING</b>
	Work collaboratively with the LTI team, Program Managers, subject developers, reviewers, librarians, and teaching staff throughout the development projects.
	Facilitate design workshops focused on subject visioning, assessment-led design, AI-informed pedagogy, and curriculum alignment.
	Mentor subject developers and academic staff in contemporary learning design and assessment practice.
	Support overall project management, planning and Moodle subject builds across the development cycles
<b>5.</b>	<b>INNOVATION &amp; CONTINUOUS IMPROVEMENT</b>
	Identify opportunities to innovate course and subject design through emerging pedagogies, technologies, and learning analytics.
	Contribute to the development and refinement of subject templates, assessment guidelines, and learning design frameworks.
	Monitor feedback from student experience data and quality assurance processes and incorporate insights into continuous improvement.
<b>6.</b>	<b>QUALITY ASSURANCE &amp; COMPLIANCE</b>
	Ensure subject redevelopment aligns with relevant regulatory and quality frameworks.
	Contribute to subject approval, review, and accreditation documentation as required.
	Maintain high academic standards across all redesigned courses and subjects.

## Responsibilities

1.	Comply with safety instructions in the work environment and be familiar with occupational health and safety procedures.
2.	Taking reasonable care for your own health and safety as well as that of other people who may be affected by your conduct in the workplace.
3.	Co-operating with activities relating to compliance with occupational health and safety legislation.
4.	All staff members are required to comply with the Institution's policies and procedures including Staff Code of Conduct and Diversity and Equity Policy.
5.	Understand and comply with relevant legislation such as the HESF 2015, ESOS Act 2000, National Code 2018 and HES Act 2003.

## Key Internal Relationships

Main Contact	Frequency	Purpose
Senior Manager, Learning, Teaching and Innovation	Daily	Progress reporting, strategic alignment
Academic Staff incl. Academic Program Managers, Discipline Deans and DVC (Learning and Teaching)	Weekly	Planning meetings, strategy, reporting, redevelopment priorities
Team members and collaborators in other departments	Weekly	Student Engagement, Course Development, Moodle.
Teaching Staff and Subject Matter Experts	As required	Capability building, assessment redesign
Library Services Manager	As required	Resource selection and accessibility

## Key External Relationships

Main Contact	Frequency	Purpose
Subject Developers & Reviewers	Weekly/Daily	Design workshops, feedback, refinement

## Knowledge, Skills, Experience and Qualifications

	Essential	Desirable
Postgraduate qualification in education, learning design, or related field, or equivalent professional experience	x	
Demonstrated expertise in course and subject (re)development	x	



Understanding of assessment design and backwards curriculum design	x	
Proven experience integrating AI considerations into assessment design and using AI in the design and development process	x	
Strong knowledge of learning technologies and LMS environments (including Moodle)	x	
Excellent written, verbal and stakeholder communication skills	x	
Experience working in the private higher education sector		x
Experience contributing to institutional learning and teaching frameworks		x