



## Position Description – Learning Designer

### Position Details

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**Position Title:** Learning Designer

**College/Portfolio:** Vocational Education **School/Group:** Learning & Teaching Innovation & Quality

**Campus Location:** Primarily based at CBD campus, and the potential to work across other RMIT campuses as required.

**Classification:** HEW 7

**Time Fraction:** 1.0 FTE

**Employment Type:** Ongoing

**Reporting Line:** Senior Learning Designer

**No. of Direct reports:** Nil

### RMIT University

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RMIT is a global university of technology, design and enterprise, committed to creating transformative experiences for students and making a meaningful impact through research, innovation, and engagement. For more information on RMIT University follow the links below.

<https://www.rmit.edu.au/about>

<https://www.universitiesaustralia.edu.au/university/rmit-university/>

<https://www.rmit.edu.au/about/facts-figures>

Our campuses in Melbourne (City, Brunswick, Bundoora, and Point Cook) are complemented by international campuses in Vietnam and a centre in Barcelona, Spain. We proudly acknowledge the Woi Wurrung and Boon Wurrung peoples of the eastern Kulin Nation on whose unceded lands our campuses are located.

We are deeply committed to reconciliation and Indigenous self-determination, embedding these values throughout our policies, culture and structures.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

### Why Join RMIT?

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Our people are at the heart of everything we do. At RMIT, we value innovation, collaboration and impact. Our values are the heart (durrung) of who we are and what we stand for at RMIT. They guide what we do, how we make decisions, and how we treat each other.



**Inclusion Imagination Integrity Courage Passion Impact**

Learn more about our values: <https://www.rmit.edu.au/about/our-strategy/values>

## Organisational Accountabilities

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RMIT is committed to the safety, wellbeing and inclusion of all staff and students. As a staff member, you are expected to comply with all relevant legislation and RMIT policies, including those related to: Equal opportunity, Occupational health and safety, Privacy and trade practices & Child safety standards:

Appointees are responsible for completing all required training and ensuring that they and their team members remain up to date on relevant compliance obligations.

Staff are expected to understand and support RMIT's child safe practices as part of their professional responsibilities. More about our child safety commitment: <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

## Leadership at RMIT

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At RMIT, leadership is not defined by position or hierarchy—it is a shared responsibility demonstrated by all staff, regardless of role or title. Leadership is grounded in our six core values, which guide and shape how we work together, make decisions, and create impact.

Effective leadership means consistently integrating these values into everyday actions and interactions, whether influencing a project outcome, supporting a colleague, or leading a team. All staff are expected to embody the principles of the *Be-Know-Do* Leadership Model:

**Be** – We are open and authentic, inclusive and empowering. We are purpose driven role models and communicators.

**Know** – We are self-aware, and understand our stakeholders, our sector and priorities.

**Do** – We set clear direction and expectations, we develop ourselves and others and promote mutual accountability to deliver results.

At every level, leadership at RMIT is about influence, contribution, and mindset. It is reflected in how we empower others, foster collaboration, and drive positive change through capability-building and alignment to strategic goals.

## The College of Vocational Education

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The purpose of RMIT's College of Vocational Education is to empower learners and our industry, community and government partners to succeed in the new world of work. Our five-year strategic roadmap, ALiVE@RMIT, purposefully guides everything we do in vocational education to deliver our vision: to position RMIT as a leading multi-sector provider with global impact and influence.

Led by our Deputy Vice Chancellor, the College of VE is reimagining how we deliver vocational education to create unique experiences for our students and partners, so we can:

- lead in practice-based learning
- empower learners for the future of work
- engage industry and community at scale
- grow for impact and influence

The College of VE is delivering impact through transformation that creates long-term change.

## Position Summary

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The Learning Designer will support teaching staff to design, develop and deliver transformative curriculum for the College of Vocational Education (CoVE). The Learning Designer will work collaboratively and proactively as a team member with Learning & Teaching (L&T) Innovation colleagues and teaching teams

to prepare innovative and fit-for-purpose learning activities and learning resources based on curriculum requirements for contemporary Vocational Education (VE) and Associate Degree programs. The incumbent will have experience and a comprehensive understanding of the role technology plays in enhancing student experience and outcomes, as well as knowledge of the pedagogical affordances of discipline-specific strategies for face-to-face and online learning environments.

## Key Accountabilities

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- Provide support to and teaching staff in designing learning resources, drawing on appropriate pedagogy, disciplinary specific strategies and contemporary approaches in L&T.
- Establish planning and coordination processes, negotiate and coordinate milestones and processes to meet deadlines.
- Develop and prepare innovative pedagogical and learning resources using a variety of media for blended and online learning environments in collaboration with teachers and program leaders.
- Test, troubleshoot, and adapt learning solutions based on feedback, functionality and constraints.
- Adhere to appropriate quality frameworks and copyright requirements as needed.
- Conduct professional development workshops and interventions to support teaching development in blended learning, teaching and assessment.
- Actively participate in team initiatives and projects and cooperate with team members in a manner that reflects a commitment to team goals and objectives, effective communication, information sharing and problem-solving practices.
- Actively contribute to supporting cross-team and program area communication about learning practices developed for VE and undergraduate programs
- Engage with University and College priorities and strategic initiatives to improve student learning outcomes in programs and courses at all levels.
- Perform other duties as assigned by your Manager.
- Proactively support the team and collaborate across the College to ensure efficient and effective delivery of services to both internal and external customers.

## Key Selection Criteria

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### Essential:

- A collaborative professional who builds engagement and cooperation across diverse stakeholders in complex organisational environments
- Digital learning principles, practices and emerging trends, particularly Canvas LMS and Microsoft educational tools
- Instructional design methodologies for creating student-centred learning experiences in higher education and vocational contexts
- Design and develop engaging learning experiences and assessments that demonstrate educational innovation and digital pedagogy

### Desirable:

- Apply independent judgement and problem-solving skills to address learning design challenges
- Manage concurrent projects whilst maintaining quality outcomes and stakeholder relationships

**Note: For guidance on interview questions, please contact the Talent Acquisition team.**

## Qualifications

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Relevant qualifications and proven experience in either a learning design role or experience as a teacher/trainer and assessor, and appropriate relevant industry experience.

## **Working with Children Check**

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Appointment to this position is subject to holding a valid Victorian Working with Children Check and other checks as required by the specific role. Maintaining a valid Working With Children Check is a condition of employment at RMIT.