

POSITION DESCRIPTION



Digital Learning Designer



POSITION DETAILS

Position Title	Digital Learning Designer
Classification	HEW 6
Position Number	7016295, 7016296, 7016297, 7016298, 7016299, 7016300
School/Office	Office of the Pro-Vice Chancellor, Learning and Teaching
Division	Division of Education and Students

POSITION PURPOSE

The Digital Learning Designer plays a key operational role in supporting the University's transition to the Ultra LMS environment. Working under guidance from Learning Experience staff, the position supports the development of high-quality LMS sites in Blackboard Ultra utilising site design principles and templates, to ensure accuracy, consistency, and alignment with University digital learning standards.

The role will work to build capacity and upskill academic staff, providing practical, hands-on support so that teaching teams can confidently maintain, adapt, and build their own sites in future years. The Digital Learning Designer applies sound technical capabilities, attention to detail, and a service focused approach to help academic staff adopt high-quality, sustainable digital teaching practices across subjects and programs.

KEY ACCOUNTABILITIES

1. Build and update Blackboard Ultra sites using approved learning designs, templates, quality standards, and instructional specifications prepared by senior staff or discipline teams.
2. Ensure LMS sites are accurate, accessible, well structured, and aligned to institutional requirements for consistency, student experience, and digital quality.
3. Provide practical, task focused training and support to academic staff, including demonstrating how to build, edit, and maintain Ultra content, assessments, and learning activities.
4. Assist academic staff in applying provided learning designs and templates in their teaching, offering guidance on basic digital learning practices and tool use.

5. Provide first level problem solving and support for Blackboard Ultra functionality, identifying when issues require escalation.
6. Contribute to the monitoring and tracking of site build progress, staff training needs, and quality assurance checks, maintaining accurate records and reporting to senior staff.
7. Support the effective coordination of assigned LMS uplift activities, ensuring tasks are completed efficiently and within required timeframes.

QUALIFICATIONS, EXPERIENCE AND SKILLS

1. A relevant tertiary qualification and/or equivalent experience in digital learning, educational technology, multimedia, or a related field.
2. Demonstrated experience using learning management systems and content authoring tools to build, structure, and maintain digital learning content.
3. Ability to follow detailed learning design documentation, templates, and quality standards with a high degree of accuracy and attention to detail.
4. Experience supporting or training staff in the use of digital platforms, with the ability to explain technical tasks in clear, accessible language.
5. Good understanding of contemporary digital learning tools and basic learning design principles for online and blended environments.
6. Strong organisational skills, with the ability to manage competing deadlines and coordinate multiple tasks.
7. Effective interpersonal and communication skills, with a service focused approach to supporting academics and colleagues.
8. Ability to work collaboratively within a team and seek guidance when required.

KEY RELATIONSHIPS

- **This position reports to:** Digital Learning Consultant
- **This position supervises:** None
- **Key internal relationships:**
 - Teaching academics and teaching teams
 - Learning and Teaching team
 - ITDS
 - Curriculum and Quality team
 - Library team
 - Student Success teams
- **Key external relationships:**
 - Educational Technology Vendors
 - Professional networks

CHALLENGES

- Supporting academics with varied levels of digital confidence to adopt new LMS processes and maintain consistent quality.
- Applying provided learning designs with accuracy while managing a high volume of site builds during peak transition periods.
- Balancing the immediate operational demands of site building with the longer-term goal of developing staff capability.
- Ensuring consistent application of standards and templates across diverse disciplines.

UNIVERSITY EXPECTATIONS

The University expects that all employees are aware of, and comply with legislation and Western's policies and procedures relevant to the position, including but not limited to:

- Code of Conduct
- Work Health and Safety and Wellbeing Management System
- Enterprise Agreement or Award
- Anti-discrimination principles, Equal Employment Opportunity and staff and student equity.

Special Requirements

May be required to travel between campuses.
Occasional after-hours work may be required.

Approved by: Office for People and Culture

Date: 1.05.2026