

POSITION DESCRIPTION

Position Title	Learning Designer – Canvas LMS
Position Reporting to	Associate Dean Teaching and Learning
Employment Status	Part-Time, Fixed-Term Contract (0.4–0.6 FTE) 3 to 6 months
Location	Hybrid
Date	April 2026

1. POSITION PURPOSE

The skilled Learning Designer will have experience in the Canvas Learning Management System (LMS) to support a short-term project aimed at enhancing the accessibility, usability, and pedagogical quality of online course sites. The role will work collaboratively with academic and professional staff to build high-quality Canvas sites and develop training resources to build internal capacity in learning design.

This role will focus on strong digital education skills, a background in instructional design, and a demonstrated ability to apply universal design and accessibility principles in online learning environments.

2. KEY RESPONSIBILITIES

Canvas Site Development

1. Build and refine course sites within Canvas LMS using institutionally approved templates and best practice instructional design principles.
2. Ensure all content is accessible and compliant with WCAG 2.1 Level AA accessibility standards.
3. Apply consistent structure and layout across sites to support student navigation and engagement.
4. Coordinate with subject matter experts (SMEs) to organise, edit, and embed content in a pedagogically effective format.

Staff Development and Resource Creation

5. Develop concise, practical staff-facing guides and resources on Canvas site development, accessibility, and course setup.
6. Provide informal training or coaching to academic staff on basic Canvas functions and good practice in online learning design.
7. Assist in the creation of templates and reusable learning objects to support future course builds.

Collaboration and Quality Assurance

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| 8. | Work closely with academic developers, course coordinators, and the digital learning team to ensure site builds meet academic and design standards. |
| 9. | Conduct quality checks and usability testing of Canvas sites. |
| 10. | Stay up to date with Canvas feature updates and relevant learning design trends. |

3. KEY SELECTION CRITERIA

Essential

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| 1. | Demonstrated experience building and designing courses in Canvas LMS. |
| 2. | Strong knowledge of learning design principles, including universal design for learning (UDL) and digital accessibility. |
| 3. | Ability to create engaging, well-structured, and inclusive online learning environments. |
| 4. | Experience working with academic staff to support course development or redesign. |
| 5. | Excellent written and verbal communication skills, with the ability to create clear and user-friendly documentation and resources. |

Desirable

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| 6. | Experience in higher education or adult learning contexts. |
| 7. | Knowledge of instructional design tools (e.g., H5P, Articulate Rise, Adobe Captivate). |
| 8. | Familiarity with curriculum mapping or alignment of assessments with learning outcomes. |

Other requirements

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| 9. | Availability to work flexibly within the project timeline. |
| 10. | Ability to work independently and manage multiple tasks concurrently. |
| 11. | Current Working with Children Check (or willingness to obtain if required by institution). |