

Position description

Position title:	Learning Skills Advisor
School/Section/VCO:	Centre for Learning Innovation and Professional Practice
Campus:	Berwick Campus. Travel between campuses may be required.
Classification:	Within the HEW Level 6 range
Employment mode:	Fixed-term appointment
Probationary period:	This appointment is offered subject to the successful completion of a probationary period.
Time fraction:	Part-time
Recruitment number:	848934
Further information from:	Ms Talia Barrett, Coordinator Senior Learning Skills Advisor, Centre for Learning Innovation and Professional Practice Telephone: 5327 9868 E-mail: t.barrett@federation.edu.au
Position description approved by:	Associate Professor Nina Fotinatos, Director, Centre for Learning Innovation and Professional Practice

This position description is agreed to by:

Employee name

Signature

Date

The University reserves the right to invite applications and to make no appointment.

Warning: uncontrolled when printed.

Authorised by: Director, Human Resources
Document owner: HR Business Partner

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Position Summary

The Learning Skills Advisor is responsible for providing learning support services focussing on academic literacy and language development and for responding to individual and collective learning needs of students. The position is also responsible for recommending, developing and maintaining appropriate programs, policies and procedures for the Learning Skills Advisory (LSA) team that aim for transparency of process, quality of service and ease of access to support students.

The Learning Skills Advisor is required to uphold professional and ethical standards to ensure the quality of the service provided by the Learning Skills team.

Key Responsibilities

1. Provide advice and recommendations to staff within the University on matters relating to learning and teaching as identified through qualitative and quantitative data related to staff and students, referring more complex cases to Senior Learning Skills Advisors.
2. Contribute to the design and delivery of educational programs and resources that address identified learning support needs of students, including the development and maintenance of print and online publications.
3. Provide individual and group academic learning advice to students to support their transition to independent learning. Refer students with specific learning needs to Senior Learning Skills Advisors as required.
4. Support the University-wide delivery and ongoing development of Student Academic and Study Support Programs in collaboration with the LSA team by developing resources and delivering into the FedReady program.
5. Support Senior Learning Skills Advisors and contribute to the Student Futures Academic and Study Support Programs through planning and delivery of orientation activities.
6. Reflect and embed the University's Principles, Objectives and Strategic Priorities when exercising the responsibilities of this position. For a more complete understanding and further information please access the Strategic Plan at: <https://federation.edu.au/about-us/our-university/strategic-plan>.
7. Undertake the responsibilities of the position adhering to:
 - The Staff and Child Safe Codes of Conduct and Conflict of Interest Policy and Procedure;
 - Equal Opportunity and anti-discrimination legislation and requirements;
 - the requirements for the inclusion of people with disabilities in work and study;
 - Occupational Health and Safety (OH&S) legislation and requirements; and
 - Public Records Office of Victoria (PROV) legislation.

Level of Supervision and Responsibility

The Learning Skills Advisor works under the broad direction of the Coordinator, Senior Learning Skills Advisor.

The Learning Skills Advisor is responsible for supporting the effective delivery of the Learning Skills support service and for the identification of generic issues relating to the academic learning support requirements of students and developing the means of addressing issues. The Learning Skills Advisor will use professional judgement to provide support and advice to academic staff in Faculties to ensure the optimal provision of learning skills support to students. The position will identify and refer more complex cases to Senior Learning Skills Advisors as required.

The Learning Skills Advisor will exercise professional knowledge in the pedagogy of tertiary learning, and have an understanding of the academic skills required for success for tertiary undergraduate students. The position will also have professional knowledge of academic programs and processes of Schools, including legislation and regulations governing assessment, assessment parameters and learning frameworks.

The Learning Skills Advisor is responsible for monitoring and responding to identified learning support issues across the student body, regardless of mode or location of study.

Training and Qualifications

A degree with subsequent relevant experience; or extensive experience and specialist expertise or broad knowledge in technical or administrative fields; or an equivalent combination of relevant experience and/or education/training.

Position/Organisational Relationships

The Learning Skills Advisor works collaboratively with other support services both within the Centre for Learning Innovation and Professional Practice (CLIPP) and across the University to ensure optimal provision of support facilities. The Learning Skills Advisor and staff in the Learning Skills Advisory LSA team also have lateral working relationships with contacts in all Schools. The position is required to build and maintain effective networks with key stakeholders at all levels across the University, equivalent external organisations and professionals in the University sector.

Key Selection Criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following Key Selection Criteria:

1. A degree with subsequent relevant experience; or extensive experience and specialist expertise or broad knowledge in technical or administrative fields; or an equivalent combination of relevant experience and/or education/training.
2. Demonstrated knowledge of learning and teaching processes, particularly in the field of academic learning skills advising.
3. Demonstrated ability to assess, and respond appropriately to the academic learning needs of a diverse range of students, including identifying appropriate referrals to other services.
4. Demonstrated ability to develop and deliver professional learning skills programs that enhance the student learning experience, including the ability to deliver public presentations.
5. Demonstrated interpersonal and communication skills, including the proven ability to provide information, advice and support to a diverse range of stakeholders.
6. Demonstrated ability to work both independently and as a contributing member of a team as well as the capacity to work in a collegiate manner with other staff in the workplace.
7. Demonstrated alignment with the University's commitment to child safety.