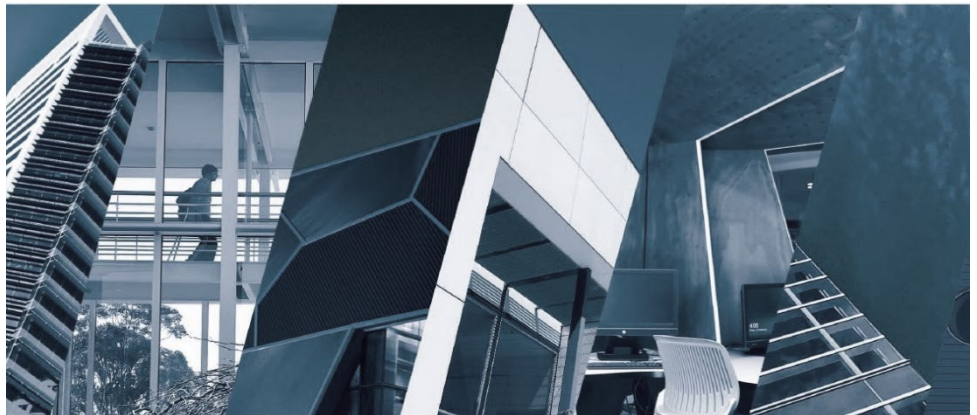


# Position Description



Position title:	Lecturer, Management
School/Directorate/VCO:	Federation Business School
Campus:	Mt Helen, Berwick or Gippsland Campus. Travel between campuses will be required.
Classification:	Academic Level B
Time fraction:	Part-time (0.4)
Employment mode:	Fixed-term employment for twelve months
Probationary period:	This appointment is offered subject to the successful completion of a probationary period.
Further information from:	Professor Christina Lee, Dean, Federation Business School Telephone: (03) 5327 6725 Email: dean.business@federation.edu.au
Recruitment number:	850826

## Background

At Federation University, we are driven to make a real difference to the lives of every student, and to the communities we serve.

We are one of Australia's oldest universities, known today for our modern approach to teaching and learning. For 150 years, we have been reaching out to new communities, steadily building a generation of independent thinkers united in the knowledge that they are greater together.

Across our university and TAFE campuses in Ballarat, Berwick, Brisbane, Gippsland, and the Wimmera, we deliver world-class education and facilities. With the largest network of campuses across Victoria, as well as a growing Brisbane base, we are uniquely positioned to provide pathways from vocational education and skills training at Federation TAFE through to higher education.

## Portfolio

Federation Business School is a multi-campus School and comprises approximately 40 continuing academic staff, a range of administrative and professional staff and sessional staff members.

The School offers undergraduate, graduate and higher degree research programs across business disciplines, namely, Accounting and Finance, Economics, Management, Cognitive Enterprise and Marketing.

The School embraces the University's purpose 'to transform lives and enhance communities' by taking a transformational approach in close collaboration with regional and local businesses and the public sector. We seek to build on our unique opportunities; respond to the dynamic higher education landscape; and deliver a sustainable future.

## Position summary

The Lecturer, Management will be expected to:

- contribute to the development and delivery of courses at undergraduate and graduate levels;
- contribute to the School's research program; and
- contribute to the School's administrative functions.

## Key responsibilities

1. Develop, teach, coordinate and moderate courses in Management at undergraduate and graduate diploma levels.
2. Undertake teaching and assessment of undergraduate, honours and postgraduate students
3. Undertake research activities.
4. Supervise students undertaking project courses and honours programs.
5. Supervise higher degree research students.
6. Participate in team projects and various committees.
7. Contribute to the administrative functions of the School.
8. Other responsibilities applicable to a Level B academic under current minimum standards for Academic Levels, as assigned by the Dean and Head of School/Deputy Dean.
9. Reflect and embed the University's strategic purpose, priorities and goals when exercising the responsibilities of this position.
10. 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 responsibility

The Lecturer, Management will work independently in the conduct of teaching and research activities, whilst being an active contributor to administrative functions within the School.

## Training and qualifications

The Lecturer, Management will hold at minimum a master's degree.

The Lecturer, Management will also have completed the Graduate Certificate in Education (Tertiary Teaching) or equivalent. If the Lecturer, Management does not hold this qualification, they will be required to complete the qualification through the University's Centre for Teaching Innovation and Quality upon commencement of their employment (for further information, go to: <https://federation.edu.au/staff/learning-and-teaching/professional-development/award-programs/graduate-certificate-in-education-tertiary-teaching-gcett>).

All academic positions delivering education and/or services to children (a child for this purpose is considered to be someone below the age of 18 years) in first-year undergraduate programs must hold a valid Working with Children Check (WWCC) or hold a current registration with the Victorian Institute of Teaching (VIT).

## Position and Organisational relationships

The Lecturer, Management will work under the broad direction of the Dean and Head of School/Deputy Dean, and work as part of the School's team of academic and administrative staff.

## 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 master's degree, with a significant research component.
2. Graduate Certificate in Education (Tertiary Teaching) or equivalent or willingness and commitment to complete this qualification upon commencement of employment.
3. Commitment to scholarship and a potential for academic advancement.
4. Demonstrated commitment to and enthusiasm for teaching, and a good teaching record.
5. Previous experience in academic administration, including the administration of courses.
6. Evidence of research expertise and a demonstrated capacity and preparedness to achieve an active research profile in the field of Management.
7. Evidence of an ability to work collegially.
8. Demonstrated interpersonal skills and an ability to relate well to students and other University staff.
9. A capacity to contribute to the supervision of honours and graduate students.
10. Demonstrated ability to develop and implement a student-centred approach with a focus on student educational experience and success.
11. Knowledge and understanding of the needs, including learning needs, of a diverse range of students, including those with disabilities.
12. Demonstrated working knowledge and application of the Child Safety Standards.
13. Demonstrated knowledge and application of appropriate behaviours when engaging with children, including children with a disability and from culturally and/or linguistically diverse backgrounds.

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

*It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.*

**Key Minimum Standards for Academic Levels (MSALs)****Teaching and research academic staff****Level B**

A Level B academic will undertake independent teaching and research in his or her discipline or related area. In research and/or scholarship and/or teaching a Level B academic will make an independent contribution through professional practice and expertise, and coordinate and/or lead the activities of other staff, as appropriate to the discipline.

A Level B academic will normally contribute to teaching at undergraduate, honours and postgraduate level, engage in independent scholarship and/or research and/or professional activities appropriate to his or her profession or discipline. He or she will normally undertake administration primarily relating to his or her activities at the institution and may be required to perform the full academic responsibilities of and related administration for the coordination of an award program of the institution.

*The standards are not exhaustive of all tasks in academic employment, which is by its nature multi-skilled and involves an overlap of duties between levels.*