



## Job Description – Teaching and Learning Specialist

### Position Details

<b>Position Title:</b>	Teaching and Learning Specialist
<b>Division/ Centre:</b>	Division of Executive Dean
<b>Department:</b>	Academic and Student Services
<b>Campus Location:</b>	Based at the Saigon South campus, but may be required to work and/or be based at other campuses of RMIT Vietnam.
<b>Job Grade/ Classification:</b>	<b>PS7</b>
<b>Time Fraction:</b>	Full time

### RMIT University

RMIT is a global university of technology, design and enterprise. Our mission is to help shape the world through research, innovation, teaching and engagement, and to create transformative experiences for our students, getting them ready for life and work. One of Australia's original educational institutions founded in 1887, RMIT University now has 82,000 students including 12,000 at postgraduate level.

The University enjoys an international reputation for excellence in professional and practical education, applied and innovative research, and engagement with the needs of industry and the cities in which we are located. With three campuses in Melbourne (Central Business District, Brunswick and Bundoora), two in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain, RMIT is a truly global university. RMIT also offers programs through partners in Singapore, Hong Kong, mainland China, Indonesia, Sri Lanka, Belgium, Germany, Austria and The Netherlands, and enjoys research and industry partnerships on every continent.

RMIT prides itself on the strong industry links it has forged over its 129-year history. Collaboration with industry is integral to the University's leadership in applied research and education, and to the development of highly skilled, globally focused graduates. We are a 5-Star university under the QS Stars international evaluation system, and are 21st in the world among universities less than 50 years old (2015 QS Top 50 Under 50 index).

RMIT is ranked among the world's top universities in 23 of 38 assessed subjects (and all five faculty areas) featured in the 2017 QS World University Rankings by Subject. RMIT features among the world's top 100 ranking in the 2017 QS subject rankings in Art and Design; Architecture and the Built Environment; Computer Science, Information Systems, Engineering (Civil and Structural); Engineering (Electrical and Electronic); Communication and Media Studies, Education, Business and Management Studies, and Development Studies. The University's research was rated "well above world standard" in 13 research fields and "above world standard" in a further nine fields in the 2015 Excellence in Research for Australia evaluation. In the 2017 QS Graduate Employability Rankings, RMIT is ranked seventh in Australia and 71-80 in the world on the basis of employer reputation, alumni outcomes, partnerships with employers, employer-student connections and graduate employment rate.

[www.rmit.edu.au](http://www.rmit.edu.au)

### RMIT Vietnam

RMIT University Vietnam (RMIT Vietnam) is a campus of RMIT University. RMIT Vietnam is creating an innovative research, teaching and learning culture. We are committed to providing internationally recognised high-quality education and professional training for our students, clients and members of the community.

As an internationally recognised Australian university based in Asia, RMIT Vietnam is assisting in the development of human resources capability in Vietnam and the region.

Degrees are awarded by RMIT University in Australia, allowing Vietnamese students to receive an overseas education without having to leave home. Given its international profile, RMIT Vietnam is also host to students from Australia and many other countries. All degree programs are recognised by the Vietnamese Ministry of Education and Training (MOET) and are subject to regulation by the Australian Tertiary Education Quality and Standards Agency. The academic programs span from vocational English through to undergraduate, post-graduate and Ph.D. programs. All teaching at RMIT Vietnam is in English.

[www.rmit.edu.vn](http://www.rmit.edu.vn)

## Position Summary

---

The Teaching and Learning Specialist is an important role in RMIT Vietnam because of our focus on quality and evidentiary approaches to teaching. The Specialist will be pivotal in delivering services to academic staff that will enable staff to be more effective in their teaching and to be better recognised for their teaching. The Specialist would work closely with the Learning and Teaching, Learning Online and Education Technology team on activities that seek to continually enhance the quality and improvement of teaching and learning at RMIT Vietnam.

The Specialist would be engaged in the provision of training to teachers. They would independently develop training and materials that address relatively straight forward processes that are fundamental to teaching and learning. For example, they would provide follow up training related to matters that are raised in Quality Assurance that would draw upon evidence-based approaches to effective teaching. The Specialist will consult with senior staff to design more specialised and advanced programs drawing upon research in the field to address matters of strategic priority. Underpinning the training capabilities of the Specialist will be their knowledge about teaching (as evidenced by their qualification and teaching experience) and their highly developed oral and written communication skills. Ideally the Specialist will have some experience in undertaking or supporting scholarly work related to teaching and learning.

The Specialist will be critical in supporting the work RMIT Vietnam is doing in respect to teaching awards and higher education fellowships. For example, the Specialist would be involved in the observation of teachers with the purpose of providing written feedback about their teaching, The Specialist will provide feedback about the quality of teaching using RMIT indicators of quality teaching. It is expected that the Specialist has experience in teaching in post-secondary settings, highly developed skills of reflection and some experience in assisting others to improve their practice, ideally using a coaching and/or training framework.

The Specialist would be familiar with working with policy documents. They would support senior staff in drafting local guidelines that would be in line with RMIT policy. The Specialist would also help to craft communications to RMIT Vietnam staff on matters related to teaching and learning under the guidance of senior staff.

## Reporting Line

---

Reports to: Director, Academic and Student Services

## Key Accountabilities

---

- Working with senior teaching and learning staff provide specific training related to specific modes of teaching.
- Support in the provision of expert advice related to evidence-based approaches to teaching through individual and/or group consultancy.
- Assist staff in the Quality Assurance and Review of courses and programs, using primarily RMIT and review and improvement methodologies including the RMIT Vietnam Macro-surgery.
- Promote and contribute to scholarly activities related to teaching and learning. Specifically, they would provide some research assistance around V1300 research projects.
- Aid staff in developing an HEA fellowship application that recognises professionalism in teaching.
- Conduct classroom observations and provide feedback to teaching staff about their teaching using an agreed observation schedule.
- Support staff through the process of applying for teaching awards that recognise excellence in teaching.
- Undertake the evaluation that examines the effectiveness of professional development related to teaching and learning.
- Assist in crafting communications related to teaching and learning.

## Key Selection Criteria

---

1. A relevant teaching qualification and some experience working experience in teaching in post-secondary setting.
2. A strong affinity and a passion for quality teaching that translates into quality student learning.

3. A proven track record in availing themselves to professional development and in providing or supporting the professional development of others with the capacity to design and deliver inspiring demonstrations, coaching and training.
4. Experience in supporting scholarly work related to teaching and training.
5. Highly developed skills in oral and written communication.
6. A strong partnership and service ethic and a commitment to continuous improvement.
7. Strong project management and coordination skills with a demonstrated ability to liaise effectively with academic and professional staff and university leaders.
8. Ability to display appropriate behaviours in line with the position, as per the RMIT Behavioural Capability Framework (Connectedness, Commitment to Excellence – Improve and Simplify; Imagination and Innovation; Impact; Inclusion; Agility).

### English Proficiency

---

English is the language of teaching and communication at RMIT Vietnam. For this role, the minimum requirement is IELTS with a score of at least 7.0 (or equivalent, as outlined in the Recruitment, Selection and Onboarding Guidelines).

For any role, English Language Proficiency may also be proven by showing successful completion of secondary education to a level qualifying to enter university study while being instructed through the medium of English, as per the RMIT University recognised qualification list.

### Organisational Accountabilities

---

RMIT Vietnam is committed to the health, safety and wellbeing of its staff members. RMIT Vietnam and its staff members must comply with a range of Vietnamese legal and regulatory requirements, including foreign investment & business, import & export, contracts & commerce, banking, finance & foreign exchange, labour, taxation, land & premises, environment, and immigration. RMIT Vietnam expects all staff members to comply with its Code of Conduct, policies and procedures, which relate to legal and regulatory requirements and our ways of working.

### Work Permit

---

All foreign employees must adhere to the requirements for obtaining a valid visa and work permit in Vietnam. These requirements are mandated by the Government and may be over and above the mandatory requirements and key selection criteria. Work permit requirements are subject to change. RMIT Vietnam accepts zero tolerance to non-adherence of the immigration laws of Vietnam.

<b>Endorsed:</b>	Signature: Name: Title: Date:	<b>Approved:</b>	Signature: Name: Title: Date:
------------------	--	------------------	--