## POSITION DESCRIPTION

**Position Title:** HLTH1000 Tutor/ Lead Tutor  
**Organisation Unit:** Faculty of Health and Behavioural Sciences  
**Position Number:** NEW  
**Type of Employment:** Casual  
**Classification:** Tutoring: AC20A Normal, AC20B Repeat, Marking AC30A, and AC50C

### THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (52), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (60). UQ again topped the nation in the prestigious Nature Index and our Life Sciences subject field ranking in the Academic Ranking of World Universities was the highest in Australia at 20.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland's highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 240,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.8 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.

V6.5 November 2018
UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://uniquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

**Faculty of Health and Behavioural Sciences**

The Faculty of Health and Behavioural Sciences is a strong faculty that has a coherent focus on health and well-being underpinned by a clear integrative theme related to preventive health and behaviour change. Furthermore, the Faculty provides the opportunity for the allied health sciences to have a strong voice and great visibility within the University.

The Faculty currently includes:
- School of Dentistry
- School of Health and Rehabilitation Sciences
- School of Human Movement and Nutrition Sciences
- School of Nursing, Midwifery and Social Work
- School of Pharmacy
- School of Psychology
- Centre for Youth Substance Abuse Research (CYSAR)
- RECOVER Injury Research Centre
- Queensland Alliance for Environmental Health Sciences (QAEHS)
- Centre for Business and Economics of Health (CBEH)
- UQ Poche Centre for Indigenous Health
- Southern Queensland Rural Health (SQRH)

More information about the Faculty is available at: [http://habs.uq.edu.au/](http://habs.uq.edu.au/)

**Information for Prospective Staff**

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - [http://www.uq.edu.au/current-staff/working-at-uq](http://www.uq.edu.au/current-staff/working-at-uq)
DUTY STATEMENT – HLTH1000 TUTOR

Primary Purpose of Position

The primary activity of the HLTH1000 Tutor is deliver and facilitate weekly face-to-face tutorials with students enrolled in HLTH1000. The student cohort is multidisciplinary and the tutor must facilitate learning particularly based on interprofessional dynamics and competencies to provide a unique and positive learning experience. The tutor is responsible for preparation, delivery, marking and evaluation duties as outlined below:

Preparation

- Attend all tutor training and induction sessions for HLTH1000, marking parties, moderation of assessment meetings and tutorial preparation sessions.
- Engage and be familiar with HLTH1000 online resources and content.
- Be prepared for each tutorial and be familiar with learning activities for each tutorial as prescribed in the lesson plans.
- Meet within your teaching team with your team members and lead tutor
- Consult and contribute to the ‘Tutors’ Collective’ Padlet (virtual whiteboard for ideas and suggestions)

Delivery and marking

- Communicate to students the learning outcomes, benefits and expectations of the course and for each tutorial.
- Prepare the teaching venue, organise and conduct all tutorial activities.
- Allocate students to small groups and facilitate small group learning.
- Manage group dynamics and encourage student interaction.
- Provide accurate assessment information and requirements for each piece of assessment.
- Provide students the support and coaching required for assessment development.
- Mark and grade all assessments according to the established criteria and standards.
- Provide students with timely and constructive feedback for each assessment.
- Identify and report possible student misconduct (e.g. plagiarism/collusion) to the lead tutor and course coordinator in accordance with the University policy.

Administration

- Administration duties for your allocated tutorial groups which include the following:
  - Keep accurate records of student attendance at tutorials and student marks for each assessment.
  - Assist the course coordinator in finalising marks for grade submission.
  - Keep an accurate record of student interactions, including face to face consultations and email communications.
  - Communicate with the course administrator in processing students’ leave of absence i.e. exemptions from tutorials, and applications for extensions.
Evaluation

- Organise SETutor forms for your teaching evaluations.
- Assist and encourage students to complete SECaT course evaluations.
- Identify challenges in the tutorials and direct these to your lead tutor and course coordinator.
- Assist the lead tutor and course coordinator in evaluating and reviewing the course.

Expectations

- Demonstrate respect and an inclusive teaching ethos in line with HLTH1000.
- Be punctual for all tutorials and attend all course related training and meetings.
- Respond professionally and timely to student email inquiries.
- Be enthusiastic about students’ learning and providing support.
- Be approachable and accessible for consultation (face to face/online environment).
- Treat students equitably and fairly.
- Ensure that students are aware of expectations set out in Student Charter.
- Comply with the University’s Code of Conduct.
- Comply with requirements of Queensland occupational health and safety (OH&S), legislation and related OH&S responsibilities and procedures developed by the University.
- Adopt sustainable practices in all work activities and comply with associated legislation and related sustainability responsibilities and procedures developed by the University.
- Attend the HaBS Tutors@UQ program if you are new to tutoring.
- Comply with the agreed work pattern and workload as set out in the appointment.
- Undertake a minimum workload of 2 tutorial groups to ensure efficient use of time invested with preparation and training.
- There may be occasions where you will be asked to cover for another tutor's teaching or marking load. These will be additional hours on top of the agreed remuneration for your agreed workload.
- While all teaching rooms are equipped with desktop PCs and AV equipment, in the event of venue changes, tutors are expected to bring a portable device such as a laptop as a contingency.

Other relevant university policies and procedures that apply to the role as a tutor can be found here [https://www.uq.edu.au/tutors/policies-and-guidelines](https://www.uq.edu.au/tutors/policies-and-guidelines).
Other
Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- the University's Code of Conduct
- requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School
- the adoption of sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University’s Diversity and Inclusion webpage (http://www.uq.edu.au/equity) for further information and points of contact if you require additional support.

Accessibility requirements and/or adjustments can be directed to recruitment@uq.edu.au
DUTY STATEMENT – HLTH1000 LEAD TUTOR

Primary Purpose of Position

In addition to the duties and responsibilities of a tutor, the HLTH1000 Lead Tutor is responsible for leading and managing a team consisting of 4-5 tutors. The lead tutor will liaise with the Course Coordinator and Course Administrator to ensure the consistent teaching and learning across the online course content and the in-class student experience. The team leader will motivate and help new tutors develop their skills to perform their roles effectively. These duties include but not limited to the following:

- Create and maintain a healthy and collegial work environment for your team
- Providing support to your tutors to ensure high standards of facilitation in tutorials
- Communicate clearly and professionally to your team the duties and responsibilities
- Conducting peer observation of teaching and providing feedback to your tutors
- Ensure your tutors will attend tutor training and induction sessions for HLTH1000, marking parties, moderation of assessment meetings and tutorial preparation sessions
- Follow up on tutor absences from meeting and if required, provide moderation and preparation advice
- Ensure that your tutors are maintaining accurate records for student attendance at tutorials and student marks for each assessment
- Advocate and raise concerns on behalf of your tutors
- Prepare and co-chair tutor preparation meeting
- Assist the course coordinator with formal and informal course evaluations
- Provide regular feedback and strategies to the course coordinator

It is estimated that these additional duties beyond tutoring, will take up approximately four additional hours each week. This will be paid at the following rate AC50C. (https://staff.uq.edu.au/information-and-services/human-resources/pay-leave-entitlements/pay-scales/casual-academic).

Requirements for Lead Tutor role

- Past HLTH1000 tutoring experience or equivalent
- Sense of ownership and pride in your performance and its impact on the faculty’s success
- Team player
- Critical thinker and problem-solving skills
- Good time-management skills
- Great interpersonal and communication skills

When applying, please state if you are applying for the role of HLTH1000 Tutor or HLTH1000 Lead Tutor.