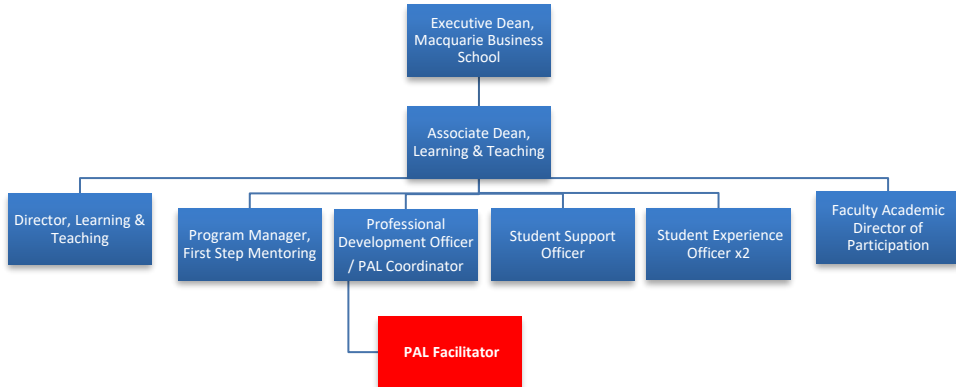


Position Description

Title: PAL Facilitator	HEW Level: HEW 3
Faculty/Office: Macquarie Business School (MQBS)	Position Number:
Department/Team: Learning and Teaching	Date: September 2020
Position Purpose: To facilitate weekly study support sessions for groups of first and/or second years students.	
<p style="text-align: center;">ORGANISATIONAL CONTEXT</p> <p>Macquarie Business School (MQBS) has a worldwide reputation as a leading business and economics school. Our areas of expertise, extend to accounting, financial risk, actuarial studies, working futures, corporate governance, applied finance, management, demographics, economics and marketing. Our mission is to make a positive contribution to business and society in the Asia-Pacific region and beyond.</p> <p>The MQBS Learning and Teaching team supports the Faculty and its departments to build capacity towards scholarly and innovative learning and teaching practice.</p> <p>The Peer Assisted Learning (PAL) Facilitator facilitates weekly study support sessions for groups of first and/or second years students in order to help them:</p> <ul style="list-style-type: none"> - Adjust quickly to University life; - Improve academic performance; - Achieve satisfaction with the unit and build self confidence by enabling students to review and question course material in a non-intimidating environment; - Acquire a clear view of course direction and expectations and enhance their understanding of the subject matter of their course - Improve their independent learning and study skills to meet the requirements of higher education; - Develop group interaction skills and provide the opportunity to network and build relationships with other students through collaborative group discussions; - Better prepare for course assessments and examinations. 	<p style="text-align: center;">ORGANISATION CHART</p>  <pre> graph TD ED[Executive Dean, Macquarie Business School] --> AD[Associate Dean, Learning & Teaching] AD --> DLT[Director, Learning & Teaching] AD --> PM[Program Manager, First Step Mentoring] AD --> PDO[Professional Development Officer / PAL Coordinator] AD --> SSO[Student Support Officer] AD --> SEO[Student Experience Officer x2] AD --> FADP[Faculty Academic Director of Participation] PDO --> PF[PAL Facilitator] </pre>

KEY ACCOUNTABILITIES	POSITION CONTEXT	
<ul style="list-style-type: none"> • Re-attendance at lectures in the relevant unit to familiarise self with all course material • Facilitation of weekly PAL sessions during semester • Attendance at scheduled training sessions for PAL facilitators • Provision of appropriate advice on independent learning, good study habits and other learning strategies to the PAL group • Maintenance of reliable records of attendance at PAL sessions and completion of tasks related to the unit as required. • Preparation and planning of materials for PAL sessions on a rotational basis with other unit PAL leaders • Conduct marathon workshops, if required, prior to exams • Participation in meetings with PAL Coordinator and throughout the semester • Undertake peer observations if required • Comply with relevant EEO and WHS regulations • Perform any other duties as required and appropriate for this classification. 	Reports to:	<ul style="list-style-type: none"> • PAL Coordinator/Supervisor
	Positions Reporting to:	<ul style="list-style-type: none"> • Direct: nil • Indirect: nil
	Key Direct Clients:	<ul style="list-style-type: none"> • MQ students
	Other Key Relationships:	<ul style="list-style-type: none"> • Unit Convenors • MQ students • Other Faculty Professional Staff
	Budget Accountability:	<ul style="list-style-type: none"> • N/A
	Role-specific Conditions:	
	Scope and autonomy	<ul style="list-style-type: none"> • Performs a range of tasks by applying established guidelines, methods and/or instructions
	Problem solving	<ul style="list-style-type: none"> • Uses judgement to assess best approach and timing of tasks with some scope to solve non-standard problems

CAPABILITY FRAMEWORK

Capability Frameworks describe the behaviours, skills, attributes and experience required to successfully perform a position or group of similar positions.

COMPETENCIES Clusters of behaviours required for successful performance.

Planning and Execution: Managing time and resources to complete tasks and achieve objectives.

Quality Focus: Ensuring accuracy and quality when completing tasks.

Communication: Effectively articulates key messages, both verbally and in writing, adapting to suit context and audience.

Service Focus: Making student needs a priority.

Relationship Management: Establishing effective working relationships with other PAL Leaders, Unit Convenors and PAL Coordinator.

Teamwork: Working in collaboration with others to achieve shared goals.

ATTRIBUTES Personal qualities related to successful performance.

Perseverance: Persevering despite obstacles to ensure tasks are completed.

Flexibility: Responding effectively to unexpected or changing circumstances.

Reliability: Meeting commitments and responsibilities.

Interpersonal Impact: Making a positive impression on others in a range of interpersonal contexts.

Resilience: Dealing effectively with and recovering quickly from setbacks or pressure.

Accountability: Assuming responsibility for making decisions and delivering agreed outcomes.

Integrity: Maintaining confidentiality, discretion and professionalism

<p>REQUIRED KNOWLEDGE Qualifications, technical and/or professional skills and information needed from day one for successful performance.</p> <p>Current enrolment in an undergraduate or postgraduate degree in the Macquarie Business School</p> <p>Achievement (or anticipated achievement) of a Distinction or High Distinction grade in the nominated unit (must have been enrolled and passed or is currently enrolled in the nominated unit)</p> <p>Completion of at least 8 units for an undergraduate degree, and 2 units for a postgraduate and MBA degrees with an overall minimum GPA of 3.0 (on the 4.0 grade scale) or 5.25 (on the 7.0 grade scale) or 68.5 WAM</p> <p>ACQUIRED KNOWLEDGE Organisational and/or professional skills and information to be developed within the first 3 to 6 months in the role for successful performance.</p> <p>Knowledge of the faculty/office's functions and structure.</p> <p>Knowledge of what other areas of the University do and how they interact with the faculty/office</p>	<p>KEY EXPERIENCES Practical experiences and exposure to specific environments or activities related to successful performance.</p> <p>Demonstrated excellent communication and interpersonal skills including the ability to relate well to other students and have a variety of life and work experiences</p> <p>Demonstrated positive outgoing attitude with a commitment to excel</p> <p>Demonstrated understanding of Peer Assisted Learning (PAL) objectives</p> <p>Demonstrated ability to prioritise tasks as required</p> <p>Demonstrated ability to work effectively without supervision and as part of a team</p> <p>Attendance at PAL sessions as a PAL student desirable</p> <p>Previous leadership and customer relations experience desirable</p>
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