# Course Director
## Faculty of Science

| Classification | Level C |
|---|---|
| Delegation Band | Delegations and Authorisations Policy (see Section 3) |
| Special Conditions | The conditions for Course Director positions are set out in the Academic Institutional Leadership conditions |
| Nature of Employment | Fixed term |
| Workplace Agreement | Charles Sturt University Enterprise Agreement |
| Date Last Reviewed | June 2019 |

**Our University Values**



Insightful
Understanding people
and the world

Inclusive
Stronger together

Impactful
Outcome driven

Inspiring
Leading for
the future

**Our Core Competencies**

Charles Sturt University (CSU) staff are expected to demonstrate the following competencies:

*Set Direction and Deliver Results*
- Creating and innovating.
- Delivering results and meeting customer expectations.
- Entrepreneurial and commercial thinking.

*Collaborate with Impact*
- Relating and networking.
- Working with people.
- Persuading and influencing.

*Lead Self and Others*
- Adhering to principles and values.
- Deciding and initiating action.
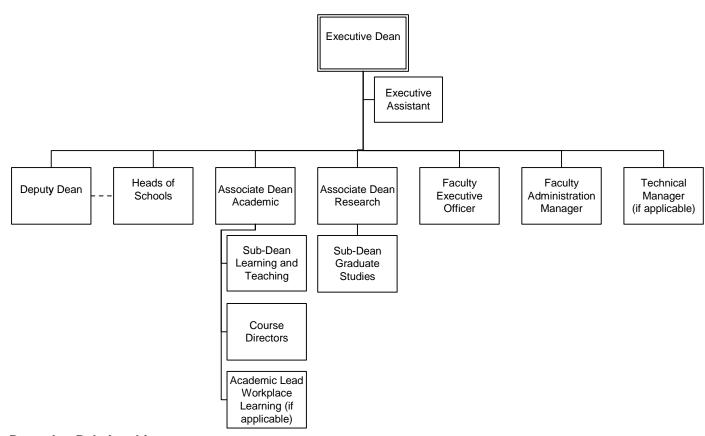- Adapting and responding to change.

**Organisational Environment**

The [Faculty of Science](#) has more than 9000 students and over 500 staff dedicated to advancing scientific knowledge. It delivers flexible and innovative teaching programs designed to produce job-ready graduates for a diverse range of professions.  As a leader in strategic and applied research the Faculty aims to enhance and extend scientific knowledge, train and educate future researchers as well as provide scientific solutions to current regional, national and global challenges. The staff and students of the Faculty achieve their educational and research goals through ethical practice, professional collaboration, industry involvement and a commitment to continual improvement.

The Faculty is comprised of a Faculty Office, eight Schools, the Three Rivers University Department of Rural Health, teaching/research laboratories and a number of enterprise activities. The majority of our teaching and research activity is undertaken within the Schools. The clinical enterprises, which include dentistry clinics, allied health clinics and veterinary clinics, both generate revenue and provide a significant clinical experience opportunity for our students. The Faculty Office is responsible for ensuring that the entire Faculty operates cohesively and efficiently, and is developed in accordance with the strategic objectives of the University. Located within the Faculty Office is the Executive Dean, Deputy Dean, Associate Deans, Sub-Deans, Executive Officer, Faculty Administration Manager and Faculty Technical Manager.

Further information on the Faculty of Science may be found here - http://science.csu.edu.au/

**Organisational Chart**



**Reporting Relationships**

This position reports to:           Associate Dean Academic

This position supervises:           Nil

**Key Working Relationships**

- Faculty Leadership Team
- Academic and Professional Course Team Members
- Course Administrative Officers
- Heads of School
- Directors, Learning Design

**Position Overview**

The Course Director provides strategic leadership and management oversight for a suite of undergraduate and postgraduate courses in Nursing, Midwifery and Indigenous Health. This includes timely course review, design and renewal, course planning and business case development, the implementation of leading edge quality assurance mechanisms, course promotion, accreditation and effective implementation. The Course Director will also play a significant role in the course professional accreditation liaising with and preparing documentation for the Australian Nursing Midwifery Accreditation Council (ANMAC).

To achieve these goals, the Course Director is responsible for helping to build a community of practice for professional learning and development activities to share good practice and to ensure quality outcomes based on evidence consistent with the University's and Faculty's strategic imperatives and key performance indicators, leading to a high quality learning experience for students.

**Principal Responsibilities**

- Lead and maintain a culture of collaboration within and across course teams and lead a range of activities and processes related to course design, delivery, accreditation, quality assurance and evaluation that lead to the creation of an engaging student experience that places quality education at its core.
- Build, lead and strengthen course teams, nurturing a respectful, trusting and collaborative working environment and creating a sense of purpose and direction for course team members that align with University and Faculty objectives/goals.
- Apply the CSU model for developing learning and teaching in all aspects of the role, including course design, implementation, performance evaluation and improvement, student advisory processes and administrative functions.
- Facilitate the giving and receiving of feedback related to course design and processes within and across courses, Faculties, Schools and Divisions of the University.
- Monitor, analyse, interpret and report course data to relevant stakeholders in a timely and appropriate manner, including relevant Faculty committees, Heads of School and Associate Dean Academic.
- Ensure inclusive communication and practice with students throughout every phase of the student lifecycle including student recruitment, orientation, course events, ceremonies and student advisory and feedback processes.
- Apply and communicate as appropriate, CSU's academic regulations and policies, which may include course admissions, credit, enrolments, assessment, exclusions, graduation, and variations to enrolment patterns, and exercise delegated responsibility in a fair and equitable manner.
- Actively engage in industry and professional liaison, seeking industry and professional support and endorsement for courses, as appropriate, and contribute to course promotion and marketing.
- In collaboration with relevant University and Faculty leaders, lead the course team in applying CSU learning and teaching frameworks, standards, methodologies, processes, technologies and tools.
- Collaborate with other Course Directors, and the Division of Student Learning in building a community of practice for professional learning and sharing of good practice in course design.

- Represent the University in a positive and professional manner in a range of settings.

- Liaise with professional accreditation bodies and prepare accreditation submissions,

- Provide advice to the Faculty Leaders and Head of School in relation to, staff engagement, performance outcomes, development and review.

- Other duties appropriate to the classification, including teaching, research or professional activities, as determined by the Executive Dean.

**Physical Capabilities**

- Physically able to sit or stand for extended periods of time to perform reading, writing and computing related activities including keyboard and mouse operations.

- Physically able to travel with overnight stays.

- On occasion drive a university vehicle distances up to 500kms per day within the terms of the University's Driving Hours Guidelines and Policy available at https://policy.csu.edu.au/view.current.php?id=00176

**Selection Criteria**

Applicants are expected to address the selection criteria when applying for this position.

**Essential**

A. A doctoral qualification relevant to the disciplines of Nursing and/or Midwifery area or equivalent accreditation and standing.

B. A record of significant achievement relevant to the discipline in the scholarship of teaching and/or research/creative works or professional activity together with significant contribution to the discipline at a national level.

C. A graduate certificate in learning and teaching in higher education (or equivalent), or willingness and capacity to complete the same, and/or evidence of the application of contemporary theories, perspectives and practices in learning and teaching.

D. Demonstrated capacity for leadership in course design and evaluation, teaching and learning, leadership in the use of e-learning technologies and proficiency in application of course data for implementation, and quality assurance.

E. Demonstrated knowledge and skill in the educational design of courses and/or subjects, including experience in problem solving in all aspects of the course review, design and implementation process.

F. Demonstrated high level written and oral communication skills, including influencing, facilitating, presenting, active listening, providing constructive feedback and capacity to work effectively with others and build strong partnerships with colleagues, academic and administrative units, and the profession.

G. Knowledge of the tertiary education sector, including the tertiary education landscape, University governance, academic and administrative processes, legislation and registration compliance requirements, equity principles and education for sustainability.

H. Demonstrated understanding of the Course Accreditation requirements set by the Australian Nursing and Midwifery Accreditation Council (ANMAC). This includes a demonstrated ability to liaise with ANMAC and foster a positive relationship.

I. Demonstrated ability to apply collaborative processes in a timely manner to ensure finalisation and delivery of course design and implementation, and to meet University governance, academic and administrative requirements.

J. Demonstrated experience in managing student matters including providing course advice and pastoral care, and responding to feedback and complaints.

K. Demonstrated commitment to applying culturally respectful and inclusive practices, and demonstrating respect and inclusiveness of culturally diverse people in all work practices and communications with staff and students.

**Information for Prospective Staff**

**Your Application**

E-recruitment is the method by which CSU manages its recruitment processes and it is preferred that all applications be lodged using this method. Please refer to www.csu.edu.au/jobs/.

If intending applicants are unable to access this website, please contact the HR Service Centre on 02 6338 4884.

**Staff Benefits**

CSU is committed to providing an employment environment that fosters teamwork, innovation, reflective practice, continual learning, knowledge sharing and opportunities for staff to achieve their full potential. CSU is committed to providing a flexible working environment that encourages employees to live a balanced lifestyle, combining work and family responsibilities.

To find out more: http://www.csu.edu.au/jobs/working-with-us/benefits-and-rewards.

**Essential Information for Staff**

- All employees have an obligation to comply with all the University's workplace health & safety policies, procedures and instructions and not place at risk the health and safety of any other person in the workplace;

- All employees are required to be aware of and demonstrate a commitment to the principles of equal opportunity in the workplace;

- All employees are to ensure the creation and maintenance of full and accurate records of official University business adheres to the University's Records Management Policies; and

- All employees are expected to undertake an induction program on commencement.

Further information regarding the policy and procedures applicable to Occupational Health and Safety and Equal Opportunity can be found on the CSU website http://www.csu.edu.au/division/hr/.

Further information regarding the policies and procedures of CSU can be found in the CSU Policy Library at:

 https://www.csu.edu.au/about/policy.

The following links are listed from CSU Policy Library on relevant specific policies:

- Code of Conduct
- Staff Generic Responsibilities Policy
- Delegations and Authorisations Policy
- Outside Professional Activities Policy
- Intellectual Property Policy