

Position description

Assistant Lecturer (Education Programs)

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| Department/Unit | Monash Sustainable Development Institute |
| Faculty/Division | Provost and Senior Vice-President |
| Classification | Level A |
| Work location | Clayton campus |
| Date document created or updated | 23 May 2017 |

Organisational context

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit www.monash.edu

The **Provost & Senior Vice-President** is the Chief Academic Officer of the University and is responsible for: setting the university's academic strategy and priorities with view to improving the education and research performance of the university; oversight of faculties, academic related portfolios and university-wide centres and institutes; oversight of academic staffing including recruitment, development, reward and recognition, policies and procedures; strategic leadership for the delivery of academic programs; identifying and cultivating interdisciplinary areas of excellence and collaboration.

As a leading interdisciplinary research and education institute, **Monash Sustainable Development Institute (MSDI)** is driven to find real solutions to some of the most significant challenges facing our world today. Monash University has a wealth of sustainable development expertise across its ten faculties. MSDI engages across Monash to facilitate cross-faculty research partnerships that provide solutions to sustainable development challenges globally; and provides a platform to share that expertise in partnership with industry, government and the community. MSDI is host to the Sustainable Development Solutions Network (SDSN) Australia/Pacific Regional Centre and the Oxfam-Monash Partnership. Our expanding education focus includes postgraduate courses and PhD supervision alongside executive education, capacity development and student leadership activities. For more information, please visit www.monash.edu/sustainable-development/

Position purpose

The Assistant Lecturer will work closely with the Sustainable Development Education Manager, in providing support both of the creation of new content and tailoring of existing content for MSDI Education programs focused on sustainable development that are delivered within and beyond the University. The role is a blend between development and delivery of for credit education, executive education and bespoke (co-curricular) training courses, with the primary focus to expand the executive education arm of the Sustainable Development Education Program.

Reporting line: The position reports under broad direction to the Sustainable Development Education Manager

Supervisory responsibilities: Not applicable

Financial delegation and/or budget responsibilities: Not applicable

Key responsibilities

Some of the duties of a Level A academic at MSDI may include:

- Contribute to the development and implementation of the Sustainable Development Education Program, in line with the overall strategic direction and objectives of MSDI and Focus Monash
- Assist with both the creation of new course content and tailoring of existing content for new MSDI education programs within and beyond the University
- Engaging in collaborative design or implementation of cross-faculty, cross-campus or team taught units, courses or projects
- Develop and maintain good and conducive external Monash relationships
- Identify and source existing relevant Monash course materials related to sustainable development
- Contribute knowledge and keep abreast of best practice and of sustainable development education products and training programs both nationally and internationally
- Provide technical and pedagogic advice and support to the Institute on the effective use of various training delivery platforms that support the Sustainable Development Education Program
- Keep abreast of emerging trends in education and training delivery platforms and gain an understanding or proficiency in the use of these new approaches as appropriate
- Coordinate the creation of content across relevant and appropriate delivery platforms
- Work to disseminate disciplinary or educational innovations in documented, peer-reviewed activities and potentially participating in applications for competitive funding
- Contribute to advocacy for and increase public awareness of the Sustainable Development Education Program

Research and scholarship for a Level A academic may include:

- innovative curriculum design based on systematic and evidence-based review of teaching methods and techniques, with a particular focus on courses for commercial entities
- exploring the impact of changes in curriculum design and teaching practice on student learning
- publishing educational or disciplinary research in high-quality refereed journals or equivalent (for example, textbooks or teaching resources)
- attracting funding to undertake projects that enhance student or staff learning and teaching outcomes
- conference presentations on educational practice and design at local and national conferences

Key selection criteria

Education/Qualifications:

1. The appointee will possess:
 - a doctoral qualification or
 - an equivalent advanced qualification, significant experience in teaching and research, and technical and professional contributions and achievements

Knowledge and skill:

2. Demonstrated experience in coordinating and preparing high-quality content and delivery of courses in a tertiary education and/or executive education environment
3. Demonstrated ability to stimulate, actively engage and educate a given audience

4. Extensive knowledge and understanding of tertiary and/or training sectors and demonstrated experience working across diverse learning platforms
5. High-level interpersonal skills and proven ability to establish a good working relationship with colleagues and students, and to develop and maintain strong professional links with relevant industry and the community
6. Excellent time and workload management skills with demonstrated ability to prioritise effectively, manage and deliver projects, meet deadlines and achieve required outcomes
7. Affinity or familiarity with industry and commercial Sustainable Development programs
8. Demonstrated capacity to promote the discipline and MSDI both within the University and to the greater community and aligned industry groups

Other job related information

- Travel (e.g. to other campuses of the University or other course locations) may be required
- There may be peak periods of work during which the taking of leave may be restricted

Legal compliance

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.