

# Position description

<b>Position title:</b>	<b>Lecturer, Nursing</b>
<b>Faculty and/or School/Section/VCO:</b>	<b>School of Nursing, Midwifery and Healthcare</b>
<b>Campus:</b>	<b>Mt Helen Campus. Travel between campuses will be required.</b>
<b>Classification:</b>	<b>Within the Academic Level A or Level B range</b>
<b>Employment mode:</b>	<b>Continuing appointment</b>
<b>Probationary period:</b>	<b>This appointment is offered subject to the successful completion of a probationary period.</b>
<b>Time fraction:</b>	<b>Full-time</b>
<b>Recruitment number:</b>	<b>845405</b>
<b>Further information from:</b>	<b>Professor Mary Cruickshank, Head of School, Nursing, Midwifery and Healthcare Telephone: (03) 53276209 E-mail: m.cruickshank@federation.edu.au</b>
<b>Position description approved by:</b>	<b>Professor Penny Paliadelis, Executive Dean, Faculty of Health</b>

**This position description is agreed to by:**

\_\_\_\_\_  
Employee name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**The University reserves the right to invite applications and to make no appointment.**

Warning: uncontrolled when printed.

Authorised by: Director, Human Resources  
Document owner: HR Business Partner

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## Background

The School of Nursing, Midwifery and Healthcare is one of two multi-campus Schools within the Faculty of Health, the other being the School of Health Sciences and Psychology. Each School comprises approximately 50-60 continuing academic staff, a range of administrative and professional staff and sessional staff members.

The School of Nursing Midwifery and Healthcare offers a range of undergraduate and postgraduate programs in nursing, midwifery and paramedicine.

Research, industry collaboration and consultancy form a major aspect of the School's activities, with numerous partnerships established with local, state, national and international organisations.

## Position Summary

Appropriate to the level of the appointment, the Lecturer, Nursing will be expected to:

- contribute to the development and delivery of Nursing courses at undergraduate and graduate levels;
- contribute to the Faculty and/or School's research program by participating in research activities and developing or maintaining an active research profile; and
- contribute to the Faculty and/or School's administrative functions.

## Key Responsibilities

### For appointment at Level A:

1. Undertake teaching and assessment of undergraduate and postgraduate students within the area of Nursing.
2. Develop, teach and moderate courses in Nursing at undergraduate and graduate levels.
3. Undertake research activities.
4. Participate in team projects.
5. Contribute to the administrative functions of the Faculty and/or School.
6. Other responsibilities applicable to a Level A academic under current minimum standards for Academic Levels, as assigned by the Executive Dean and Head of School/Deputy Dean.

### For appointment at Level B:

1. Develop, teach, coordinate and moderate courses in nursing and other related disciplines at undergraduate and graduate diploma levels.
2. Liaise with stakeholders and clinicians to build networks to identify and support clinical placements across Victoria.
3. Undertake teaching and assessment of undergraduate, honours and graduate diploma students within the area of nursing and other related disciplines.
4. Undertake relevant research activities and supervise Honours and Masters students, where appropriate, relevant to the discipline.
5. Supervise students undertaking clinical placements, project courses.
6. Participate in team projects and various committees as required.

7. Contribute to the administrative functions of the Faculty and/or School.
8. Other responsibilities applicable to a Level B academic under current minimum standards for Academic Levels, as assigned by the Executive Dean and Head of School.

**Applicable for appointment at both levels:**

1. Reflect and embed the University's Principles, Objectives and Strategic Priorities when exercising the responsibilities of this position. For a more complete understanding and further information please access the Strategic Plan at: <https://federation.edu.au/about-us/our-university/strategic-plan>.
2. Undertake the responsibilities of the position adhering to:
  - The Staff and Child Safe Codes of Conduct and Conflict of Interest Policy and Procedure;
  - Equal Opportunity and anti-discrimination legislation and requirements;
  - the requirements for the inclusion of people with disabilities in work and study;
  - Occupational Health and Safety (OH&S) legislation and requirements; and
  - Public Records Office of Victoria (PROV) legislation.

## Level of Supervision and Responsibility

**For appointment at Level A:**

The Lecturer, Nursing will work with the support and guidance of more senior academic staff and will be expected to develop his or her expertise in teaching, research and administration with an increasing degree of autonomy.

**For appointment at Level B:**

The Lecturer, Nursing will work independently and collaboratively in the conduct of teaching, research and professional engagement activities and be an active contributor to administrative functions within the Faculty and/or School.

## Training and Qualifications

**For appointment at Level A:**

The Lecturer, Nursing will have normally have completed four years of tertiary study or equivalent qualifications and experience and may be required to hold a relevant higher degree, plus have current unrestricted registration as a Registered Nurse with Australian Health Practitioner Regulation Agency (AHPRA).

**For appointment at Level B:**

The Lecturer, Nursing will hold at least a master's level degree in a discipline relevant to nursing and be enrolled or willing to enrol in a doctoral level qualification, plus have current unrestricted registration as a Registered Nurse with Australian Health Practitioner Regulation Agency (AHPRA).

**Applicable for appointment at both levels:**

The Lecturer, Nursing will also have completed the Graduate Certificate in Education (Tertiary Teaching) or equivalent. If the Lecturer, Nursing does not hold this qualification, they will be required to complete the qualification through the University's Centre for Learning Innovation and Professional Practice upon commencement of their employment (for further information, go to: <https://federation.edu.au/staff/learning-and-teaching/professional-development/award-programs/graduate-certificate-in-education-tertiary-teaching-gcett>).

All academic positions delivering education and/or services to children (a child for this purpose is considered to be someone below the age of 18 years) in first-year undergraduate programs must hold a valid Working with Children Check (WWCC) or hold a current registration with the Victorian Institute of Teaching (VIT).

## Position/Organisational Relationships

### For appointment at Level A:

The Lecturer, Nursing will work under the general direction of the Executive Dean and Head of School/Associate Dean, and work as part of the Faculty and/or School's team of academic and administrative staff.

### For appointment at Level B:

The Lecturer, Nursing will work under the broad direction of the Head of School and work as part of the Faculty and School's team of academic and administrative staff.

## Key Selection Criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following Key Selection Criteria:

### For appointment at Level A:

1. Four years of tertiary study or equivalent qualifications and experience and may be required to hold a relevant higher degree, plus have current unrestricted registration as a Registered Nurse with Australian Health Practitioner Regulation Agency (AHPRA).
2. Graduate Certificate in Education (Tertiary Teaching) or equivalent or willingness and commitment to complete this qualification upon commencement of employment.
3. Lecturing and tutoring experience in the area of Health particularly in the area of Nursing.
4. A capacity to teach courses in some combination of the following areas: Nursing.
5. A preparedness to undertake research and a capacity to develop an active research profile in the field of Nursing.
6. A preparedness to undertake postgraduate studies in Nursing (or a related area) if such a qualification is not already held.
7. Evidence of an ability to work collegially.
8. Excellent interpersonal, oral and written communications skills and an ability to relate well to students and other University staff.
9. Previous experience in the administration of courses, and other administrative duties as required.
10. Capacity to implement a student-centred approach with a focus on student success.
11. Knowledge and understanding of the needs, including learning needs, of a diverse range of students, including those with disabilities.
12. Demonstrated working knowledge and application of the Child Safety Standards.
13. Demonstrated knowledge and application of appropriate behaviours when engaging with children, including children with a disability and from culturally and/or linguistically diverse backgrounds.

**For appointment at Level B:**

1. A relevant master's degree and current unrestricted registration as a Registered Nurse with Australian Health Practitioner Regulation Agency (AHPRA).
2. Evidence of ability to liaise with relevant stakeholders and clinicians and monitor nursing students undertaking clinical placement.
3. A demonstrated track record in student centred teaching and a commitment to ensuring the highest quality of educational experience for students in Nursing and related programs.
4. Previous experience in an academic or teaching role.
5. Evidence of capacity to contribute to research and preparedness to achieve an active research profile relevant to nursing, including publishing in relevant peer-reviewed journals, contributing to research projects and grant funding applications and working towards gaining a doctoral degree.
6. Evidence of an ability to work collaboratively and collegially.
7. Demonstrated interpersonal, oral and written communications skills and an ability to relate well to clinicians, students and other University staff.
8. Knowledge and understanding of the needs of a diverse range of students, including those with disabilities.
9. Demonstrated working knowledge and application of the Child Safety Standards.
10. Demonstrated knowledge and application of appropriate behaviours when engaging with children, including children with a disability and from culturally and/or linguistically diverse backgrounds.

## Minimum Standards for Academic Levels (MSALs) Teaching and research academic staff

### Level A

A Level A academic will work with the support and guidance from more senior academic staff and is expected to develop his or her expertise in teaching and research with an increasing degree of autonomy. A Level A academic will normally have completed four years of tertiary study or equivalent qualifications and experience and may be required to hold a relevant higher degree.

A Level A academic will normally contribute to teaching at the institution, at a level appropriate to the skills and experience of the staff member, engage in scholarly, research and/or professional activities appropriate to his or her professional discipline, and undertake administration primarily relating to his or her activities at the institution. The contribution to teaching of level A academics shall be primarily at undergraduate and graduate diploma level.

*The standards are not exhaustive of all tasks in academic employment, which is by its nature multi-skilled and involves an overlap of duties between levels.*

### Level B

A Level B academic will undertake independent teaching and research in his or her discipline or related area. In research and/or scholarship and/or teaching a Level B academic will make an independent contribution through professional practice and expertise, and coordinate and/or lead the activities of other staff, as appropriate to the discipline.

A Level B academic will normally contribute to teaching at undergraduate, honours and postgraduate level, engage in independent scholarship and/or research and/or professional activities appropriate to his or her profession or discipline. He or she will normally undertake administration primarily relating to his or her activities at the institution and may be required to perform the full academic responsibilities of and related administration for the coordination of an award program of the institution.

*The standards are not exhaustive of all tasks in academic employment, which is by its nature multi-skilled and involves an overlap of duties between levels.*

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Union Collective Agreement  
2015-2018  
Academic and General Staff Employees