

Position description

Position title:	Learning Skills Advisor
School/Directorate/VCO:	Centre for Learning Innovation and Professional Practice
Campus:	Brisbane Campus. Travel between campuses will be required.
Classification:	Within the HEW Level 6 range
Employment mode:	Continuing appointment
Probationary period:	This appointment is offered subject to the successful completion of a probationary period.
Time fraction:	Full-time
Recruitment number:	849470
Further information from:	Lara Whitehead-Annett, Manager, Student Academic Study Support (SASS) Telephone: 03 5327 8514 E-mail: l.whitehead-annett@federation.edu.au
Position description approved by:	Associate Professor Nina Fotinatos, Director, Centre for Learning Innovation and Professional Practice (CLIPP) Telephone: 03 53279145 E-mail: n.fotinatos@federation.edu.au

This position description is agreed to by:

Employee name

Signature

Date

Warning: uncontrolled when printed.

Authorised by: Director, Human Resources
Document owner: Manager, HR Shared Services

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

Position summary

The Learning Skills Advisor is responsible for providing learning support services focussing on academic literacy and language development and for responding to individual and collective learning needs of students. The position is also responsible for recommending, developing and maintaining appropriate programs, policies and procedures for the Learning Skills Advisory (LSA) team that aim for transparency of process, quality of service and ease of access to support students.

The Learning Skills Advisor is required to uphold professional and ethical standards to ensure the quality of the service provided by the Learning Skills team.

Key responsibilities

1. Contribute to the delivery and ongoing development of SASS associated programs/initiatives and report as appropriate on progress and impact.
2. Contribute to the design, development and publication of online teaching and learning resources for use by students and academic staff in a range of skills such as numeracy; learning styles and strategies; time management; academic writing structure and genre (essay report literature review); academic writing style; critical analysis and exam preparation.
3. Provide information to students and staff about library, learning skills and learning technology services.
4. Conduct individual or group learning and information digital literacy skills training.
5. Provide advice and recommendations to staff and management within the University on matters relating to learning and teaching as identified through qualitative and quantitative data related to staff and students. Refer more complex cases to Senior Learning Skills Advisors.
6. Contribute to the design and delivery of educational programs and resources that address identified learning support needs of students, including the development and maintenance of print and online publications.
7. Provide individual and group academic learning advice to eligible students to support their transition to independent learning.
8. Support the Senior Learning Skills Advisor and contribute to CLIPP School Support Team projects/initiatives that closely align with school and university priorities.
9. Support Senior Learning Skills Advisors and contribute in the planning and delivery of orientation and transition activities in conjunction with other directorates and portfolios (as appropriate).
10. Deliver a high-quality service as part of SASS and CLIPP that meets professional, ethical and university expectations.
11. Reflect and embed the University's strategic purpose, priorities and goals 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>.
12. 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

The Learning Skills Advisor:

- reports to the SASS Manager
- The Learning Skills Advisor is responsible for supporting the effective delivery of the Learning Skills support service and for the identification of generic issues relating to the academic learning support requirements of students and developing the means of addressing issues.
- The Learning Skills Advisor will use professional judgement to provide support and advice to academic staff in Schools to ensure the optimal provision of learning skills support to students. The position will identify and refer more complex cases to Senior Learning Skills Advisors as required.
- The Learning Skills Advisor will exercise professional knowledge in the pedagogy of tertiary learning, and have an understanding of the academic skills required for success for tertiary undergraduate students. The position will also have professional knowledge of academic programs and processes of Schools, including legislation and regulations governing assessment, assessment parameters and learning frameworks.
- is responsible for ensuring the effective development, delivery, monitoring and reporting associated with SASS student-focused services.

Training and qualifications

A degree with subsequent relevant experience; or extensive experience and specialist expertise or broad knowledge in technical or administrative fields; or an equivalent combination of relevant experience and/or education/training

Position/Organisational relationships

The position of Learning Skills Advisor is located within CLIPP and works collaboratively with other CLIPP support services and across the University. The Learning Skills Advisor works collaboratively with other learning skills advisors and has lateral working relationships with other stakeholders in CLIPP, schools and central service areas. The position is required to build and maintain effective networks with key stakeholders at all levels across the University, equivalent external organisations and professionals in the University sector.

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:

1. A degree with subsequent relevant experience; or extensive experience and specialist expertise or broad knowledge in technical or administrative fields; or an equivalent combination of relevant experience and/or education/training.
2. Demonstrated knowledge of learning and teaching processes, particularly in the field of academic learning skills advising.
3. Demonstrated experience teaching in a relevant academic educational environment, including teaching Non-English Speaking Background (NESB) students and an ability to identify tertiary student's learning needs.
4. Demonstrated ability to deliver high quality information and digital literacy services to international students.
5. Demonstrated ability to assess, and respond appropriately, to the academic learning needs of students, including referrals to other professional services as required.
6. Demonstrated ability to facilitate the development of organisational practices including educational programs and workshops.
7. Demonstrated level of written and verbal communication skills, and the ability to develop and deliver public presentations.
8. Demonstrated alignment with the University's commitment to child safety.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.