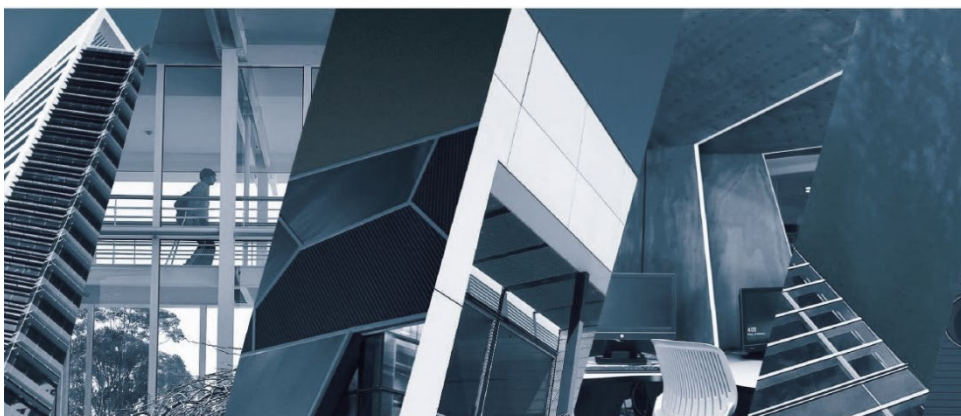


Position Description



Position title:	Lecturer/Senior Lecturer, Co-Operative Education
School/Directorate/VCO:	Academic Portfolio
Campus:	Ballarat Campus
Classification:	Academic Level B/C
Time fraction:	Part-time, (0.6)
Employment mode:	Fixed-term employment
Further information from:	<p>Professor Shyh Wei Teng, Director, Academic Operations, Institute of Innovation, Science and Sustainability</p> <p>Telephone: (03) 5122 6851</p> <p>Email: shyh.wei.teng@federation.edu.au</p>
Recruitment number:	851967

Position summary

The role of Lecturer/Senior Lecturer, Co-op Education lecturer sits within the Co-operative Education Unit, which is part of the Deputy Vice-Chancellor, Academic's DVC(A)'s office, you will be working closely with the co-operative education coordinator and the Associate DVC(A), as well as supporting units within the academic portfolio (Centre for Academic Development (CAD), Student Experience and Administration Services (SEAS), and Academic Services and Support Directorate AASD) and Institutes.

Appropriate to a Level B appointment, the Lecturer, Co-Operative Education will be expected to:

- 1) Contribute to the design and development of new courses in the Co-operative Education Unit, including courses in the Fed Talent program.
- 2) Contribute to the delivery of courses, lead and facilitate workshops at undergraduate and postgraduate levels
- 3) Act as academic advisors or co-advisors on Fed Talent projects (when appropriate)

Appropriate to a Level C appointment, the Senior Lecturer, Co-Operative Education will be expected to:

- 4) Lead the research, design and development of new courses in the Co-Operative Education Unit, including courses in the Fed Talent program.
- 5) Lead the delivery of courses, lead and facilitate workshops at undergraduate and postgraduate levels
- 6) Act as academic advisors or co-advisors on Fed Talent projects (when appropriate)

Portfolio

Federation University is transforming the way we deliver higher education to respond to changing student and employer demand, which is increasingly focused on preparation for careers for life and not simply a discipline-based

qualification. We have brought together six schools into three interdisciplinary institutes, focused on attracting lifelong learners and adopting a 'co-operative' model of education. Our major University partners, such as IBM and government, require multi and cross-disciplinary programs that future-proof their workforce and provide a pipeline of employees graduating with significant work experience and workplace skills. The University is deeply embedded within our regional communities and committed to delivering co-created learning in workplaces to meet regional skills shortages. Our aim is that by 2025, all Federation University programs will include opportunities for extended, immersive workplace learning.

Our Institutes include

- Institute of Health and Wellbeing;
- Institute of Education, Arts and Community; and
- Institute of Innovation, Science and Sustainability.

Each Institute is led by an Executive Dean responsible for driving the implementation of the Federation University co-operative learning model and positioning the University as a highly differentiated and even more deeply community and employer-embedded university.

In addition to the Institutes, the Office of the Deputy Vice-Chancellor (Academic) provides broad direction of all Directorates within the portfolio to achieve outcomes of the University's strategic priorities; including CAD and Library Services.

Background

At Federation University, we are driven to make a real difference to the lives of every student, and to the communities we serve.

We are one of Australia's oldest universities, known today for our modern approach to teaching and learning. For 150 years, we have been reaching out to new communities, steadily building a generation of independent thinkers united in the knowledge that they are greater together.

Across our university and TAFE campuses in Ballarat, Berwick, Brisbane, Gippsland, and the Wimmera, we deliver world-class education and facilities. With the largest network of campuses across Victoria, as well as a growing Brisbane base, we are uniquely positioned to provide pathways from vocational education and skills training at Federation TAFE through to higher education.

To be successful at Federation University you must be willing to enthusiastically embrace the university's ambition as expressed in the 2021 - 2025 University Strategic Plan and share the University's values of:

INCLUSION, we celebrate our diversity, particularly valuing Aboriginal and Torres Strait Islander cultural heritage, knowledge and perspectives.

INNOVATION, we are agile and responsive to emerging opportunities.

EXCELLENCE, we act with integrity and take responsibility for achieving high standards.

EMPOWERMENT, we create a supportive environment to take informed risks in pursuit of success.

COLLABORATION, we establish genuine partnerships built on shared goals.

Key responsibilities

Level B

1. Develop, teach, coordinate and moderate courses held within the Co-Operative Education Unit at undergraduate and postgraduate levels.
2. Align curriculum with blended, online and digital learning and teaching strategies at the course level, using technology-enhanced learning and teaching design activities and practices.
3. Incorporate contemporary scholarship and research findings to develop curriculum, learning and teaching practices.

4. Utilise curriculum to integrate disciplinary professional practice for student learning (i.e.: Workplace Learning) at the course level
5. Develop a good track record of research outputs (journal publications, books, reports), grants and citations benchmarked against national averages for the discipline area.
6. Contribute to research team activities through, for example, being listed as a named investigator on research awards
7. Supervise students undertaking project courses at the undergraduate level, honours, and higher degree research students.
8. Participate in team projects and various committees as required.
9. Contribute to the administrative and engagement functions of the Co-Operative Education Unit.
10. Establish and work within collaborative academic networks within and outside the University.
11. Other responsibilities applicable to a Level B academic under current minimum standards for Academic Levels, as assigned by the DVC(Academic) office

Level C

1. Provide leadership in developing, teaching, coordinating, and moderating courses in the Co-Operative Education Unit at undergraduate, honours and graduate levels.
2. Align curriculum with blended, online and digital learning and teaching strategies at the course level, using technology-enhanced learning and teaching design activities and practices.
3. Incorporate contemporary scholarship and research findings to develop curriculum, learning and teaching practices.
4. Utilise curriculum to integrate disciplinary professional practice for student learning (i.e.: Workplace Learning) at the course level.
5. Undertake teaching and assessment of undergraduate and postgraduate students within the Co-Operative Education Unit.
6. Supervise students undertaking project courses, honours programs and research higher degrees.
7. Making a significant contribution to research activity within the Co-Operative Education Unit.
8. Participate in team projects and various committee meetings as required.
9. Contribute significantly to the administrative functions of the Co-Operative Education Unit undertaking and overseeing broad administrative functions within the unit.
10. Establish and lead collaborative academic networks within and outside the University.
11. Other responsibilities applicable to a Level C academic under current minimum standards for Academic Levels, as assigned by the DVC(Academic) office.

Applicable for appointment at both levels

1. Reflect and embed the University's strategic purpose, priorities and goals.
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 responsibility**Level B**

The Lecturer B academic, Co-Operative Education, will work independently as well as collaboratively with others across disciplines, institutes and industry partners in the development and delivery of co-op courses.

Level C

The Senior Lecturer C academic, Co-Operative Education will be expected to work independently and collaboratively in the conduct of teaching and research activities. These academic activities will likely occur across disciplines and institutes and industry partners. The incumbent will be expected to assume a leadership role within the Co-Operative Education unit in the design, development and delivery of co-op courses.

Position and Organisational relationships

The Lecturer/Senior Lecturer, Co-Operative Education, will work with the Co-Operative Education Coordinator (CEC) as part of the team to achieve the KPIs within the Academic Portfolio.

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:

Level B**Training and qualifications**

1. At least a master's degree

Experience, knowledge and attributes

2. Demonstrated commitment to and enthusiasm for teaching and learning, and a good teaching record.
3. Evidence of effective use of technology-enhanced learning and practices that support student learning.
4. Expertise in designing innovative curricula
5. Commitment to scholarship and a potential for academic advancement.
6. Capacity to work independently, as well as part of a multi-disciplinary team.
7. Organisational and administrative abilities necessary for the construction, coordination and administration of courses.
8. Excellent interpersonal, oral and written communications skills and an ability to relate well to students and other University staff.
9. Demonstrated commitment and ability to develop and implement a student-centred approach with a focus on student success, including the ability to monitor student success initiatives.
10. Knowledge and understanding of the needs, including learning needs, of a diverse range of students, including those with disabilities.
11. Demonstrated alignment with the University's commitment to child safety.

Level C**Training and qualifications**

1. A doctoral qualification.
2. Graduate Certificate in Education (Tertiary Teaching) or equivalent or willingness and commitment to complete this qualification upon commencement of employment.

Experience, knowledge and attributes

3. Demonstrated commitment to and enthusiasm for teaching and learning, and a good teaching record.
4. Demonstrated record of research at an international level.
5. Demonstrated capacity to supervise honours and research postgraduate students.
6. Capacity to work independently, as well as part of a team.

7. Organisational and administrative abilities necessary for the construction, coordination and administration of courses.
8. Substantial University administrative experience.
9. Excellent interpersonal, oral and written communications skills and an ability to relate well to students and other University staff.
10. Demonstrated commitment and ability to develop and implement a student-centred approach with a focus on student success, including the ability to monitor student success initiatives.
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.

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

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.

Key Minimum Standards for Academic Levels (MSALs)

Teaching and research academic staff

Level B

A Level B academic will undertake independent teaching and research in their 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. They will normally undertake administration primarily relating to their 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.

A Level B academic will demonstrate reputation in their specific discipline in one of the core areas of teaching, research or leadership.

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 C

A Level C academic will make a significant contribution to the discipline at the national level. In research and/or scholarship and/or teaching they will make original contributions, which expand knowledge or practice in their discipline.

A Level C academic will normally make a significant contribution to research and/or scholarship and/or teaching and administration activities of an organisational unit or an interdisciplinary area at undergraduate, honours and postgraduate level. They will normally play a major role or provide a significant degree of leadership in scholarly, research and/or professional activities relevant to the profession, discipline and/or community and may be required to perform the full academic responsibilities of and related administration for the co-ordination of a large award program or a number of smaller award programs 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.