

Position Description



Position title:	Lecturer, Information Technology
School/Directorate /VCO:	Global Professional School
Campus:	Mt Helen, Berwick or Gippsland Campus. Travel between campuses may be required
Classification:	Academic Level B
Time fraction:	Full-time
Employment mode:	Fixed-term employment
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Recruitment number:	851952

Position summary

This position has been established with the support of the Victorian Government International Education Resilience Fund and is focused on delivering outcomes that will improve the resilience of Federation University's international operations in Victoria.

Appropriate to a Level B appointment, the Lecturer, Information Technology will be expected to:

- contribute to the planning, development, delivery, assessment, evaluation, and continuous improvement of the Foundation Studies program (2021 Foundation Standards) and Higher Education Diplomas programs within the Global Professional School and at international partner organisations;
- inspire, engage and educate students for the 21st century;
- implement industry best practices and apply current learning technologies and contemporary learning pedagogies for the education of pathway students;
- contribute to the School's research program;
- contribute to Global Professional School's administrative functions.

Portfolio

The new Federation Global Professional School is the culmination of Federation University's rich heritage in International Education and its sector-leading approach to the management and delivery of education partnerships. The School provides a comprehensive suite of global education services and is responsible for the development and management of Federation University's education partnerships across the globe. It incorporates a range of academic programs aligned with student and industry needs.

The Global Professional School is going through an exciting transition as the University looks to develop and deliver a new suite of foundation and pathway programs for international and domestic students. Foundation and pathway programs (foundation year, higher education diplomas and English language programs) assist students to reach the entry requirements for a university degree, transition from post-secondary to higher education, or improve academic or English language skills.

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

1. Develop, maintain, deliver, and review Foundation and Higher Education Diplomas programs, applying innovative learning and assessment methodologies, which reflect best practice.
2. Ensure learner engagement and achievement of learning outcomes; create supportive learner inter-relationships, use a range of technologies to effectively enhance teaching and learning.
3. Contribute to program evaluation, seek regular feedback to evaluate own performance and plan for improvement.
4. Design and develop quality learning and informal assessment resources that generate authentic learning experiences for students.
5. Develop and/or modify learning and assessment tools to suit student and/or client needs, and specified context as required.
6. Make valid and reliable assessment decisions and participate in assessment moderation and validation processes.
7. Supervise and monitor student progress and provide timely and constructive feedback on student performance. Implementing individual learning plans as required to support the needs of the learner.
8. Fulfil duty of care responsibilities to optimise student safety, health, and wellbeing.
9. Undertake research activities.
10. Assist with identifying student learning difficulties, implement appropriate strategies to improve student learning and retention and refer as appropriate.

11. Maintain accurate records of student progress, assessment, engagement in accordance with established rules, policies, and procedures.
12. Other responsibilities applicable to a Level B academic under current minimum standards for Academic Levels, as assigned by the Dean and Deputy Dean.
13. Apply relevant Standards and legislation and ensure compliance in own work practices.
14. 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>.
15. 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

The Lecturer, Lecturing discipline will work independently in the conduct of teaching and research activities, and be an active contributor to administrative functions within the School.

Position/Organisational relationships

The Lecturer, Information Technology will work under the broad direction of the Manager, Global Pathways, Deputy Dean and Dean of the Global Professional School, and work as part of the 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:

Level B

Training and qualifications

1. Applicants must hold a master's degree or must have completed four years of tertiary study or equivalent qualifications and have industry or relevant experience.
2. Applicants must also have completed a Graduate Certificate in Education (Tertiary Teaching) or equivalent or be willing and committed to commence this qualification through the University's Centre for Teaching Innovation and Quality 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>).
3. A valid working with children's check card or ability to obtain prior to or upon commencement (essential).

Experience, knowledge and attributes

4. Demonstrated ability to implement high-quality innovative teaching and learning programs in a variety of learning modes, reflecting an understanding of successful approaches to learning and teaching.
5. Previous experience in Unit/Course coordination, including the development and teaching of Units/Courses.
6. A capacity to develop and teach courses in some combination of the following areas:
 - Foundation Information Technology course with International students (Australian Year 12 High School equivalent course/program).
 - Higher Education Diploma of Information Technology course/program.

7. Demonstrated ability to foster and promote an inclusive, customised, and safe learning environment and provide support and advice to a diverse range of learners and clients.
8. Demonstrated ability to participate effectively in continuous program improvement and develop high-quality teaching and informal assessment materials.
9. Demonstrated ability to build constructive relationships with colleagues and generate ideas for improvements, which includes demonstrating high-level communication and interpersonal skills.
10. Demonstrated ability to identify own learning and upskilling needs and obtain support for professional development to be able to perform as a teaching practitioner.
11. Demonstrated working knowledge and application of the Child Safety Standards.
12. Demonstrated knowledge and application of appropriate behaviours when engaging with students, including students 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 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.

Federation University Australia
Union Collective Agreement
2019-2021
Academic and General Staff Employees