

Position description

Position title:	Lecturer, Information Technology
School/Section/VCO:	School of Science, Engineering and Information Technology
Campus:	Mt Helen Campus. Travel between campuses will be required.
Classification:	Within the Academic Level B 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:	848889
Further information from:	Associate Professor Shyh Wei Teng, Deputy Dean, School of Science, Engineering and Information Technology Telephone: (03) 5122 6851 E-mail: shyh.wei.teng@federation.edu.au
Position description approved by:	Professor Syed Islam, Dean, School of Science, Engineering and Information Technology

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: Manager, HR Shared Services

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Position summary

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

- contribute to the development and delivery of Information Technology courses at undergraduate and graduate levels;
- contribute to the School's research program; and
- contribute to the School's administrative functions.

Key responsibilities

1. Develop, teach, coordinate and moderate courses in Information Technology at undergraduate and graduate levels.
2. Undertake teaching and assessment of undergraduate, honours and postgraduate students within the area of Information Technology.
3. Undertake research activities.
4. Supervise students undertaking project courses and honours programs.
5. Supervise research higher degree students.
6. Participate in team projects and various committees as required.
7. Contribute to the administrative functions of the School.
8. Other responsibilities applicable to a Level B academic under current minimum standards for Academic Levels, as assigned by the Dean of School and Deputy Dean, Information Technology.
9. 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>.
10. 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, Information Technology will work independently in the conduct of teaching and research activities and be an active contributor to administrative functions within the School.

Training and qualifications

The Lecturer, Information Technology will hold at least a master's degree. A PhD is desirable.

The Lecturer, Information Technology will also have completed the Graduate Certificate in Education (Tertiary Teaching) or equivalent. If the Lecturer, Information Technology 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>).

Position/Organisational relationships

The Lecturer, Information Technology will work under the broad direction of the Dean of School and Deputy Dean, Information Technology, 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:

1. A master's degree, with a significant research component. A PhD is desirable.
2. Graduate Certificate in Education (Tertiary Teaching) or equivalent or willingness and commitment to complete this qualification upon commencement of employment.
3. Commitment to scholarship and a potential for academic advancement.
4. Demonstrated commitment to and enthusiasm for teaching, and a good teaching record.
5. Previous experience in academic administration, including the administration of courses.
6. Evidence of research expertise and a demonstrated capacity and preparedness to achieve an active research profile in the field of Information Technology.
7. Evidence of an ability to work collegially.
8. Demonstrated interpersonal, oral and written communications skills and an ability to relate well to students and other University staff.
9. A capacity to contribute to the supervision of honours and graduate students.
10. Demonstrated ability to develop and implement a student-centred approach with a focus on student educational experience and success.
11. Knowledge and understanding of the needs, including learning needs, of a diverse range of students, including those with disabilities.
12. Demonstrated alignment with the University's commitment to child safety.

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.

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Union Collective Agreement
2015–2018
Academic and General Staff Employees