

Position Description



Position title:	Clinical Coordinator and Lecturer, Nursing
School/Section/VCO:	School of Nursing and Healthcare Professions
Campus:	Mt Helen Campus. Travel between campuses may be required.
Classification:	Academic Level B
Time fraction:	Full-time
Employment mode:	Continuing employment
Probationary period:	This appointment is offered subject to the successful completion of a probationary period.
Further information from:	Professor Wendy Cross, Dean, School of Nursing and Healthcare Professions Telephone: (03) 5122 6091 E-mail: w.cross@federation.edu.au
Recruitment number:	849370

Background

Federation University Australia (FedUni) is a modern, progressive university providing high-quality vocational and higher education across a national and international network of campuses. The University has a distinguished history as the University of Ballarat, one of Australia's oldest higher education institutions. It became Federation University Australia in January 2014 upon amalgamation with Monash University's Gippsland Campus. Our campuses span Ballarat, Berwick, Gippsland and the Wimmera in Victoria. A new campus in Brisbane, Queensland, provides further opportunities for international students and student mobility.

The School of Nursing and Healthcare Professions teaches and engages with the health sector to ensure the delivery of industry-relevant programs that meet the needs of the community. Many of the programs include clinical placements and work integrated learning opportunities to enable students to apply learning in real practice situations.

Staff conduct significant research that contributes to knowledge locally, nationally and internationally while also acknowledging and reflecting the rural/regional locations in which the University operates.

Academic staff are committed to delivering student centered high-quality learning and teaching that are closely linked to and reflect contemporary health needs and context. Most programs of study provide entry to practice in our disciplines and are nationally accredited, which contributes to the continued high levels of graduate employability.

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Position summary

Appropriate to a Level B appointment, the Clinical Coordinator and Lecturer, Nursing will be expected to:

- contribute to the development and delivery of 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 Nursing at undergraduate and graduate diploma levels.
2. Undertake teaching and assessment of undergraduate, honours and postgraduate students within the area of Nursing.
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 and Head of School/Deputy Dean.
9. 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>.
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 Clinical Coordinator and Lecturer, Nursing 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 Clinical Coordinator and Lecturer, Nursing will hold at least a master's degree.

The Clinical Coordinator and Lecturer, Nursing will also have completed the Graduate Certificate in Education (Tertiary Teaching) or equivalent. If the Clinical Coordinator and 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>).

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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

The Clinical Coordinator and Lecturer, Nursing will work under the broad direction of the Dean and Head of School/Deputy Dean, 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 relevant master's degree and 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. 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 Nursing.
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. Extensive work experience in clinical nursing.
12. Ability to maintain confidential information on the program and student records.
13. Self-directed and able to prioritise work and be able to meet deadlines in a timely manner.
14. Able to work varied hours which may include evening and/or weekends.
15. Proficiency in computer usage and Microsoft Office products required.
16. Knowledge and understanding of the needs, including learning needs, of a diverse range of students, including those with disabilities.
17. Demonstrated working knowledge and application of the Child Safety Standards.
18. 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.

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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
2015–2018
Academic and General Staff Employees