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| **Position Description** |

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| **Associate Lecturer, Teaching Focussed** | |
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| **Position No:** | NEW |
| **Business Unit:** | Office of the Provost |
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| **Division:** | School of Agriculture, Biomedicine and Environment |
| **Department:**  **Classification Level:** | Department of Microbiology, Anatomy, Physiology & Pharmacology  Level A, Teaching Focussed |
| **Employment Type:** | Part Time, Continuing (0.6 FTE) |
| **Campus Location:** | Bundoora |
| **Other Benefits:** | <http://www.latrobe.edu.au/jobs/working/benefits> |

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

**Position Context/Purpose**

A Level A, Associate Lecturer will work under supervision and is expected to contribute to the development of curriculum, assist in the coordination of subjects, teach and support students as they learn, particularly at undergraduate level. In addition, a teaching focussed academic will support the administrative functions of the discipline as well as undertake scholarly work relevant to the development of learning and teaching in their discipline or professional field.

A teaching focussed academic is expected to demonstrate teaching excellence in keeping with the La Trobe Teaching Excellence Principles, those being passion, rigour, relevance, ethics, effectiveness, innovation and reflection. They are expected to maintain a track record of excellence as evidenced by Student Feedback on Teaching (SFT) surveys, peer-feedback on teaching and through other evidence-based measures.

**Duties at this level will include:**

* Develop an evidence-based approach to evaluate learning and teaching initiatives.
* Develop a scholarly approach to learning and teaching by contributing to La Trobe’s SOLT including sharing of good practice.
* Under the guidance of subject coordinators, teach subjects providing a high-quality learning experience that engages students through the conduct of lectures, tutorials, practical classes, demonstrations, workshops, student field excursions, clinical sessions and/or other sessions in online, blended or face-to-face modes.
* Provide constructive, fair and timely feedback on learning to students.
* Work with subject or course coordinators on innovative subject and course level curriculum design, development and review in areas such as, but not restricted to, online and blended delivery, and assist in taking an evidence-based approach to evaluate how these initiatives improve the student experience.
* Assist in obtaining funding from internal or external sources for teaching improvement projects.
* Supervise undergraduate and/or graduate diploma class activities, e.g. practical work.
* Contribute to knowledge transfer and to building relationships at a local level.
* Undertake other duties and administrative functions commensurate with the classification and scope of the position as required by the Head of Department or Dean.

**Essential Criteria**

**Skills and knowledge required for the position**

* Completion of a bachelor’s degree in the relevant discipline, and evidence of participation in higher level study relevant to discipline or professional area.
* Demonstrated ability to be effective in teaching and curriculum development in face-to-face, blended and/or online modes, as evidenced by, for example, high results on student feedback on teaching surveys relative to their peers, or through other forms of evidence.
* Evidence of innovative initiatives undertaken in the last three years that have improved the student experience.
* Ability to engage with the Scholarship of Teaching and Learning.
* Effective oral and written communication skills, including the ability to interact effectively, collaboratively and productively with staff and students from a diverse range of backgrounds.
* Demonstrated ability to work as a team member in a collaborative and collegial manner.

**Capabilities required to be successful in the position**

* Ability to demonstrate self-awareness, see things from another person’s perspective and actively seek out and act on feedback to improve knowledge, skills and behaviour.
* Ability to work collaboratively, recognise the value of diversity and model accountability, connectedness, innovation and care.
* Ability to think creatively, explore new ideas and respectfully challenge existing practices in order to improve current ways of working.

**Essential Compliance Requirements**

To hold this La Trobe University position the occupant must:

* hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
* take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

**Other Information**

The position description is indicative of the initial expectation of the role and subject to changes to University goals and priorities, activities or focus of the job.

**Position Flexibility**

La Trobe University is committed to providing a diverse, inclusive and respectful working environment for all staff. We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

**Why La Trobe:**

* Develop your career at an innovative, global university where you’ll collaborate with community and industry to create impact.
* Enjoy working on our inspiring and stunning campuses – the perfect hub for industry, students and academics
* Help transform the lives of students, partners and communities now and in the future

This is more than just a job. Working at La Trobe offers opportunities to demonstrate excellence and transform lives.

Here, you’ll join exceptional people, partners and communities, who power our operations with ambition and purpose.

We are forward-looking and culturally inclusive. We continuously review, improve and transform our processes to embrace new, flexible approaches. That means you’ll always have the opportunity to succeed and make a difference.

**La Trobe’s Cultural Qualities:**

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Initials: Date: