

## Position Description

### Senior Lecturer, La Trobe Academy

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<b>Position No:</b>	NEW
<b>Business Unit:</b>	Deputy Vice-Chancellor (Academic)
<b>Division:</b>	Pro Vice-Chancellor – Learning and Teaching
<b>Department:</b>	La Trobe Academy
<b>Classification Level:</b>	Level C Teaching & Research
<b>Employment Type:</b>	Full-time, Ongoing
<b>Campus Location:</b>	Bundoora
<b>Other Benefits:</b>	<a href="http://www.latrobe.edu.au/jobs/working/benefits">http://www.latrobe.edu.au/jobs/working/benefits</a>

Further information about:

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

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## **Position Context/Purpose**

Reporting to the Academic Director, La Trobe Academy, the Lecturer, La Trobe Academy is responsible for implementing the operations of the La Trobe Educational Leadership Academy (The Academy). The Academy is responsible for providing strategic and academic leadership, coordination and development for a range of programs delivered through the La Trobe Academy including La Trobe's Advance Higher Education (AHE) Fellowship Program, Graduate Certificate in Higher Education, the University's academic professional development program as well as supporting internal and external awards.

### **Duties at this level will include:**

- Design innovative and effective curriculum which reflects developing best practice nationally and internationally, utilising various methodologies including online and blended learning.
- Contribute to La Trobe's Scholarship of Teaching (SoLT) and disciplinary teaching pedagogy and research.
- Provide leadership and mentoring to others in subject or course level curriculum design and development and delivery of teaching.
- Contribute to building a robust and ambitious research culture within La Trobe.
- Contribute to knowledge and knowledge transfer, at a local and/or nationally significant level.
- Attend to effective and efficient performance of allocated leadership and administrative functions primarily connected with the position.
- Develop and enable the capability of staff within the work area by monitoring and continuously managing their performance and mentor them to better meet current and future role requirements. In doing this, provide staff with constructive feedback and support for high quality performance contributions.
- Undertake other duties commensurate with the classification and scope of the position as required by the Academic Director or Pro Vice-Chancellor Learning and Teaching.
- Lead curriculum and assessment development, delivery and coordination of award programs such as the HEA Fellowship and other course offerings delivered by The Academy.
- Lead the development and delivery of innovative and strategically aligned professional development offerings, ensuring they are distinctive and meet the evolving needs of our stakeholders.
- Stay up to date with innovations in teaching and learning to continually develop professional practice skills/knowledge and expertise
- Forge strategic partnerships and collaborative relationships with academics, industry leaders, and key stakeholders to elevate the reputation of The Academy and create opportunities for the University.
- Collaborate with colleagues to strategise and plan various projects, monitor their progress, track outcomes over time, and provide support in evaluating and documenting results for potential research or awards
- Make significant contributions and in some cases lead the planning and delivery of knowledge exchange activities such as but not limited to seminars and communities of practice
- Provide reporting and analysis for La Trobe Academy functions as required.

### **Essential Criteria**

#### **Skills and knowledge required for the position**

- Completion of a PhD or equivalent accreditation and standing recognised by the University/profession as appropriate for the relevant discipline area.
- Demonstrated effectiveness in curriculum development and teaching with a commitment to excellence in teaching.

- Demonstrated capacity to provide leadership at course/program/research group or similar level.
- Demonstrated record of achievement as a leading practitioner with a reputation for skills, knowledge and expertise at a state/national level.
- Record of successful research student supervision relative to opportunity.
- Excellent verbal and written communication skills, including the ability to interact effectively with people from a diverse range of backgrounds.
- Demonstrated ability to work as a member of a team in a co-operative and collegial manner.
- Demonstrated effectiveness in liaising with external organizations/agencies and/or the general public.
- Proven experience and success in managing staff performance and development.
- A demonstrated high level of knowledge and understanding of the key strategic issues in the higher education sector
- High quality and/or high impact research evidence by a record of well-cited publications in peer-reviewed journals.
- Demonstrated ability to write persuasive grant applications and secure funding from diverse sources, evidenced by a proven history of acquiring monetary grants
- Proven track record of engagement with industry to develop and deliver organisational wide programs
- Proven track record of collaborative project planning, impact assessment, and persuasive written communication to effectively showcase project achievements and secure recognition or support for future initiatives
- Comprehensive understanding of accreditation procedures and a proven ability to develop and manage programs that meet rigorous professional standards
- Demonstrated capability to effectively deliver large-scale professional development initiatives, accompanied by measurable evidence of positive outcomes and impactful results
- Proven ability to provide insightful critiques and evaluations evidenced by track record of serving on award panels and contributing to the selection of awardees.

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

- Demonstrated creative and critical thinking, ability to generate ideas to solve local problems and recommend improvements to current work practices.
- Ability to make sense of data to inform decision making – implementing ideas to improve local practices.
- Ability to align individual and University goals and create a safe, inclusive, high-performing culture – modelling and enabling accountability, connectedness, innovation and care.
- Ability to make sense of data to inform decision-making – building a culture in which staff members actively contribute to the continuous improvement of local practices.

### **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

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.

Our success can be attributed to its strong sense of community. We have a long-standing commitment to diversity, inclusion and social justice; we are committed to providing a workplace where all staff feel valued, respected and supported to achieve their full potential. We strive to build a workplace where all employees of diverse backgrounds, abilities, experiences, sexuality, gender, religion and age are welcome, valued, respected and one that is representative of our community. We demonstrate our cultural qualities by holding ourselves accountable and creating a culture of trust and innovation while genuinely caring for one another.

### La Trobe's Cultural Qualities:

**WE ARE  
CONNECTED**



We are **connected** to each other and the communities around us. We engage with those communities to learn from our past, inform our present and impact our future.

**WE ARE  
INNOVATIVE**



We are **innovative** in tackling the most important issues of our time. We are inquisitive and seek to develop new ideas that positively impact the way we work and the world around us.

**WE ARE  
ACCOUNTABLE**



We are **accountable** for what we do and share a commitment to excellence. We are courageous and respectful in the way we hold ourselves and each other to account.

**WE  
CARE**



We **care** about what we do and value the power of education and research. We care about each other and strive to create a safe and inclusive community.

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Initials:                      Date: