

Position Description

Lecturer Enabling Programs (Teaching Focussed)

Position No:	50143370
Business Unit:	Provost
Division:	Office of the Provost
Department:	Widening Participation and Outreach
Classification Level:	Level B Teaching Focussed
Employment Type:	Full -Time, Continuing
Campus Location:	Campus Independent
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

This position is in the Widening Participation and Outreach department within the Office of the Provost. Widening Participation and Outreach is responsible for activities and programs that inform post-secondary school aspiration and raise student achievement, as well as academic pathway and enabling programs for school students and mature-aged students. We are also the key contact point for academic outreach activities that connect secondary schools with our academic community.

This position is within the Enabling Programs team, reporting to the Academic Director, Widening Participation. Enabling Programs are a successful, generalist preparation program at La Trobe University which supports students to develop the academic skills and confidence necessary to engage in university study, providing a pathway to higher education for people who might not otherwise be eligible to participate. The Lecturer, Enabling Programs (Teaching Focussed) leads the teaching team and makes a significant contribution to the teaching and academic implementation of the program, and assures innovative, targeted and effective support programs for students transitioning to higher education.

Duties at this level will include:

- Develop, coordinate and teach a high-quality learning experience that engages students through the conduct of online learning.
- Provide academic guidance and support to students and prospective students from diverse backgrounds.
- Provide constructive, fair and timely feedback on learning to students, utilising scaffolded assessments to develop key skills and abilities for students to thrive in their subsequent degree course.
- Coordinate the suite of Enabling Programs subjects, including oversight of sessional staffing in allocated subjects.
- Under broad direction of the Academic Director, support the administrative responsibilities associated with the academic implementation of the program including selection, timetabling, Subject Learning Guides, moderation and student result finalisation.
- Develop and enable the capability of staff within the work area by monitoring and continuously managing their performance and mentoring them to meet current and future role requirements. In doing this, provide staff with constructive feedback and support for high quality performance contributions.
- Keep abreast of innovations in teaching and learning in areas such as, but not restricted to, online pedagogies and best practice in Enabling and pre-university education.
- Participate in innovative course level curriculum design, development and review.
- Lead and implement teaching improvement projects at subject, course or discipline level.
- Provide mentoring to other academics on good teaching practice.
- 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

- PhD degree or equivalent accreditation and standing recognized by the University/profession as appropriate.
- Demonstrated effectiveness in teaching, curriculum development and subject coordination in online modes, preferable asynchronous, as evidenced by sustained high results on student feedback on teaching surveys, teaching excellence awards or through other forms of evidence.

- Experience working within University policy and procedural environments including academic administration tasks (grades, subject administration, responding to academic misconduct etc).
- Emerging or established engagement with the Scholarship of Teaching and Learning, in particular in the areas of: supporting academic skill development at the Enabling level and/or effective and innovative online pedagogies and/or supporting the transition to higher education of people from diverse/disadvantaged backgrounds.
- Demonstrated high level oral and written communication skills, including the ability to interact effectively, collaboratively, and productively with staff and students from a diverse range of backgrounds.
- Proven experience and success in managing academic staff performance and development.

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.
- Ability to enable a safe, inclusive, high-performing team culture, prioritising staff mental health and wellbeing.

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.

For Human Resource Use Only

Initials: Date: