# Position description

| | |
|---|---|
| **Position title:** | **Lecturer, Occupational Therapy** |
| **School/Directorate/VCO:** | **School of Nursing, Midwifery and Healthcare** |
| **Campus:** | **Gippsland Campus** |
| **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:** | **849184** |
| **Further information from:** | **Professor Wendy Cross, Dean, School, Nursing and Healthcare Professions**<br>**Telephone: (03) 5122 9061**<br>**E-mail: w.corss@federation.edu.au** |
| **Position description approved by:** | **Professor Wendy Cross, Dean, School of Nursing and Healthcare Professions** |

**This position description is agreed to by:**

| Employee name | Signature | Date |
|---|---|---|

**The University reserves the right to invite applications and to make no appointment.**

# Position description

## Background

The School of Nursing and Healthcare Professions is a multi-campus School and comprises approximately more than 40 continuing academic staff, a range of administrative and professional staff and sessional staff members.

The School of Nursing and Healthcare Professions offers a range of undergraduate and postgraduate programs in OT, midwifery, Occupational Therapy (OT), Physiotherapy (PT), occupational health and paramedicine.

Research, industry collaboration and consultancy form a major aspect of the School's activities, with numerous partnerships established with local, state, national and international organisations.

## Position summary

Appropriate to the level of the appointment, the Lecturer, Occupational Therapy will be expected to:

- contribute to the development and delivery of Occupational Therapy 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 Occupational Therapy and other related disciplines at undergraduate and graduate diploma levels.
2. Liaise with stakeholders and clinicians to build networks to identify and support clinical placements across Victoria.
3. Undertake teaching and assessment of undergraduate, honours and postgraduate students within the area of Occupational Therapy and other related disciplines.
4. Undertake research activities and supervise Honours and HDR students, where appropriate.
5. Supervise students undertaking clinical placement, project courses and honours programs.
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.

# Position description

## Level of responsibility

The Lecturer, Occupational Therapy will work independently in the conduct of teaching and research and professional engagement activities and be an active contributor to administrative functions within the School.

## Training and qualifications

The Lecturer, Occupational Therapy will hold at least a master's degree plus have current unrestricted registration as a Registered Occupational Therapist with Australian Health Practitioner Regulation Agency (AHPRA). A willingness to enrol or be enrolled in a doctoral level qualification is desirable.

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

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 Lecturer, Occupational Therapy 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, with a significant research component and current unrestricted registration as a Registered Occupational Therapist with Australian Health Practitioner Regulation Agency (AHPRA). A willingness to enrol or be enrolled in a doctoral level qualification is desirable.
2. Graduate Certificate in Education (Tertiary Teaching) or equivalent or willingness and commitment to complete this qualification upon commencement of employment.
3. Evidence of ability to liaise with relevant stakeholders and clinicians and monitor Occupational Therapy students undertaking clinical placement.
4. Commitment to scholarship and a potential for academic advancement.
5. A demonstrated track record in student centered teaching and a commitment to ensuring the highest quality of educational experience for students in Occupational Therapy and related programs.
6. Previous experience in academic administration, including the administration of courses.

7. Evidence of research expertise and a demonstrated capacity and preparedness to achieve an active research profile in the field of Occupational Therapy including publishing in relevant peer-reviewed journals, contributing to research projects and grant funding applications.
8. Evidence of an ability to work collegially.
9. Demonstrated interpersonal, oral and written communications skills and an ability to relate well to students and other University staff.
10. A capacity to contribute to the supervision of honours and graduate students.
11. Knowledge and understanding of the needs, including learning needs, of a diverse range of students, including those with disabilities.
12. Demonstrated working knowledge and application of the Child Safety Standards.
13. Demonstrated knowledge and application of appropriate behaviours when engaging with children, including children with a disability and from culturally and/or linguistically diverse backgrounds.

## 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