

Position Description

Senior Lecturer - Work Integrated Learning Coordinator – (Teaching Focused)

Position No:	NEW
Business Unit:	Provost
Division:	School of Computing, Engineering and Mathematical Sciences
Department:	Engineering
Classification Level:	Level C (Teaching-Focused)
Employment Type:	Full-Time, Continuing
Campus Location:	Melbourne (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 (Teaching Focussed)

This position is located in the Department of Engineering, part of the School of Computing, Engineering and Mathematical Sciences in Melbourne (Bundoora) campus. The school has three departments: Computer Science and Information Technology, Engineering, and Mathematical and Physical Sciences on both Melbourne (Bundoora) and Bendigo campuses. The school hosts three Research Centres: the Centre for Technology Infusion (CTI), the CISCO Latrobe Centre for Artificial Intelligence and Internet of Things, the Centre for Materials and Surface Science, and one Research Node: the Cybersecurity Innovation Node. The school has a reputation for innovative course design, the maintenance of a supportive student-centred learning environment and an outstanding research profile. The school offers a range of general and specialist undergraduate and postgraduate courses that are rigorous, attuned to emerging trends and taught by staff at the forefront of their fields.

The Department of Engineering has a total of 22 staff and around 600 undergraduate and postgraduate students located in Melbourne and Bendigo campuses. The Engineering discipline at La Trobe continues to expand and revitalise its programs with an innovative curriculum that incorporates strong industry engagement. The department leads various industry-sponsored multi-disciplinary research projects with national and international linkages.

La Trobe is a participant in the Athena SWAN Charter to enhance gender equality in Science, Technology, Engineering, and Mathematics disciplines. As such, we especially encourage female applicants to apply.

Teaching focussed academic is expected to demonstrate teaching excellence in keeping with the La Trobe Teaching Excellence Principles and 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. Further, a level C teaching focussed academic will co-ordinate and/or lead the activities of other staff, as appropriate to learning and teaching in the discipline.

Please note: The University may require this role to work at both the Bundoora and Bendigo campuses.

Duties at this level will include:

- Collaborate with the Partnership Operations team and academic staff to develop and facilitate systems and processes to support WIL activities undertaken in the Department of Engineering.
- Provide leadership and strategic input into the development of the Engineering Work Integrated Learning program.
- Implement policies and procedures and develop documentation and resources necessary to efficiently and effectively manage WIL as relevant to the role.
- Ensure compliance with relevant legislation and University policies and procedures, including TEQSA, equity and health and safety and exhibit good practice in these areas.
- Provide strategic direction to support the promotion of policies, procedures, documentation, and resources necessary to efficiently and effectively manage WIL as relevant to this role that may include lectures, tutorials, practical classes, demonstrations, workshops, student field excursions, and/or other sessions in online, blended or face-to-face modes.
- Travel to industry partner locations, including regional Victoria, and facilitate industry/academia co-design of curriculum
- Demonstrate effectiveness by taking an evidence-based approach to evaluate learning and teaching initiatives and by guiding others towards taking an evidence-based approach.
- Demonstrate a scholarly approach to learning and teaching by contributing to La Trobe's SOLT, including outputs relating to disciplinary teaching pedagogy and sharing of good practice through conference and seminar presentations.
- Coordinate courses or coordinate and 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.
- Design innovative and effective curriculum which reflects developing best practices nationally, utilising various methodologies, including online and blended learning.
- Prioritise and lead the embedding of employability capabilities in the curriculum.
- Participate in and present at La Trobe Learning and Teaching conferences, colloquia or workshops.
- Lead the implementation of teaching improvement projects at course, discipline, Department, School or University level.
- Play a significant role in providing leadership and mentoring to other academics in subject or course level curriculum design and development and delivery of teaching.
- Contribute to building a culture that values excellence in teaching within La Trobe.
- Obtain funding from internal or external sources for teaching improvement projects.
- Provide principal or co-supervision to Honours and Masters by coursework students
- Maintain professional practice skills/knowledge and expertise at state/nationally recognised level.
- Attend to effective and efficient performance of allocated leadership and administrative functions primarily connected with the position.
- Serve on committees at the school or course level and contribute to committees at the Department, School, College or University level as required. Chair committees at Department or School level.
- Undertake other duties commensurate with the classification and scope of the position as required by the Head of Department or Head of School.

Essential Criteria

Skills and knowledge required for the position

- PhD degree in engineering or STEM-related field recognised by the University/profession as appropriate for the relevant discipline areas.
- Demonstrated evidence of innovative initiatives undertaken in the last three years that have improved the student experience, employability and the evaluation of effectiveness of these initiatives.
- Demonstrated experience in coordinating work experience programs or work-integrated learning programs in engineering
- Demonstrated evidence in effectively managing industry partner relationships in regional Victoria and Metropolitan Melbourne to establish mutually beneficial opportunities
- Demonstrated effectiveness in teaching, curriculum development and subject coordination in face-to-face, blended and/or online modes with a commitment to excellence in teaching, as evidenced by sustained high results on student feedback on teaching surveys, teaching excellence awards or through other forms of evidence.
- Demonstrated ability to encourage intellectual development and career aspirations of students.
- Demonstrated ability to obtain funding for learning and teaching improvement projects from internal or external grants/contracts/consultancies.
- Demonstrated capacity to provide leadership at course/program level.
- Demonstrated evidence of the ability to influence the teaching practice of others.
- Demonstrated ability to engage with the Scholarship of Learning and Teaching.
- Demonstrated excellent 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 excellent interpersonal skills, especially the capacity to work collaboratively and cooperatively in small teams in a collegial manner.

Capabilities required to be successful in the position

- 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 implement improvements to local processes.
- Ability to build a culture of continuous improvement, implementing ideas generated by team members.
- Demonstrated understanding of major issues and current trends in Employability, especially as they related to the Higher Education sector
- Demonstrated effectiveness in liaising with external organizations/agencies, engineering & technology industry and/or the general public.
- Business development or relationship management experience

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:



We are accountable

*We strive for excellence in everything we do.
We hold each other and ourselves to
account, and work to the highest standard.*



We are connected

*We connect to the world outside – the
students and communities we serve, both
locally and globally*



We are innovative

*We tackle the big issues of our time to
transform the lives of our students and
society.*



We care

*We care about what we do and why we do it.
We believe in the power of education and
research to transform lives and global
society. We care about being the difference
in the lives of our students and communities*

For Human Resource Use Only

Initials:

Date: