Position Title:	Senior Teaching Fellow – University Preparation Program		
Reports to:	Pro Vice Chancellor (Teaching Scholarship) & Deputy Principal University College	Direct Reports:	Allocated teaching staff
School/Section:	University College	Location:	State-wide
Effective date	October 2018	Level:	Teaching- Focussed C

Position Summary

Senior Teaching Fellows are highly skilled teachers with advanced administration and management skills applicable to managing accredited programs within higher education. The Senior Teaching Fellow has responsibility for leading and managing courses and programs of study, line management of staff, oversight of student development and wellbeing, and is responsible for continuous improvement of curriculum through:

- a commitment to the design, development and delivery of innovative curriculum;
- the evaluation of learning and teaching against benchmarked best practice;
- a commitment to teaching excellence through professional development of their teaching team;
- leading academic scholarship in higher education learning and teaching aligned with University College's strategic goals.

The incumbent may also contribute to the conception and development of non-award University College courses.

Key Accountabilities

- Lead and manage the delivery of the University Preparation Program, and products and services to meet the needs of students in accordance with financial budgets linked to University College's strategic plan.
- Collaborate with the University College's educational design and development specialists to ensure the program meets or exceeds required standards.
- Lead innovative approaches to curriculum, teaching and assessment by:
    - leading teaching teams to work collaboratively to ensure the integrity and highest possible standard of the University Preparation Program;
    - leading by example in teaching by designing and developing teaching material including the preparation of unit outlines, tutorial and workshop materials, and teaching notes and materials.
- Lead the quality assurance and quality improvement of the University Preparation Program, including review and renewal of best-practice curriculum and delivery methods, to ensure the Program remains current and is benchmarked against best practice nationally and internationally.
- Lead matters of student academic welfare, including developing and implementing student-management support strategies and making timely and appropriate referrals to UTAS central services, as appropriate.
- Undertake high quality scholarly activities and contribute to University College led learning and teaching projects.
- Lead and manage staff teaching in the University Preparation Program, including staff recruitment and selection, induction and orientation, performance planning and review, and professional development with a continuous improvement in teaching excellence as the objective.

- Undertake other activities as required.

Position Criteria

- A PhD in a relevant field _or_ an equivalent combination of qualifications, training, and experience (e.g. Bachelor/Masters degree in the field of Education/Training and a significant track record of leading enabling programs in the tertiary education sector).

- A demonstrably strong record in, and continuing commitment to, learning and teaching; development of contemporary high-quality curricula; and achievement of national (preferably international) recognition through notable contributions to a relevant field.

- Sound knowledge and understanding of tertiary education including quality assurance systems/methods.

- Outstanding communication skills with a demonstrated ability to communicate effectively with a diverse range of organisations and people, and to work collaboratively and harmoniously as a leader of a high performing workplace team.

- Ability and experience in leadership, team building, people management, and program/project/budget management.

- A strong record of contributing to building and maintaining effective and productive links locally and nationally with a relevant discipline, profession, industry, and the wider community.

- Demonstrated capacity to implement strategies to cater for differing learning styles and approaches to study.

- Demonstrated ability to develop and implement efficient and productive personal and organisational work practices.

Desirable

- A national and/or international track record of learning and teaching scholarship (including, PhD candidate supervision, grant income and peer reviewed publications) in a relevant field.

STATEMENT OF VALUES	
	We subscribe to the fundamental values of honesty, integrity, responsibility, trust and trustworthiness, respect and self-respect, and fairness and justice. We bring these values to life by our community and collective commitment to: ∗ Creating and serving shared purpose ∗ Nurturing a vital and sustainable community ∗ Focusing on opportunity ∗ Working from the strength diversity brings ∗ Collaborating in ways that help us be the best we can be

University College Behaviours

1. **Empathy -** *Considers and respects the ideas, circumstances and feelings of others*
   a) Appreciates the views and circumstances of others and responds appropriately
   b) Is inclusive; respects the opinions, efforts and interests of students, college partners and other stakeholders
   c) Demonstrates tolerance, integrity and respect for diversity
   d) Works collaboratively within and across teams

2. **Courage -** *Acts in the best interest of the college and its students, despite risks or barriers*
   a) Is transparent in actions and decision making.
   b) Takes calculated risks and develops appropriate mitigation strategies
   c) Challenges inappropriate behaviours
   d) Embraces and promotes change

3. **Purposeful -** *Demonstrates unwavering commitment to delivering quality results for students and college partners*
   a) Is solution not problem focused
   b) Is dedicated to delivering work on time and to quality standards
   c) Is committed to personal and professional development
   d) Shares information and expertise
   e) Pursues excellence and continuous improvement