

JOB EXPECTATIONS/RESPONSIBILITIES

The Polytechnic West expects lecturing staff to:

- Deliver programs that meet specified learning outcomes within the lecturer's range of competence.
- Be based at any of the Agency campuses (Bentley, Thornlie, Carlisle, Armadale, Victoria Park, Balga, Midland) as required.
- Ensure a customer focused approach in the discharge of their duties.
- Work within the conditions established under the prevailing Acts, Agreements and Award provisions.
- Work within and contribute to a team environment.
- Work within the Public Sector Code of Ethics and the Agency Code of Conduct.
- Comply with Equal Employment Opportunity and Equal Opportunity policies and legislation requirements including actively participating to ensure a harassment free working/learning environment.
- Exercise due duty of care in dealings with students, clients and other staff members.
- Comply with Agency safety requirements, policy and practices.
- Undertake appropriate staff development to maintain currency of knowledge and skills in areas of expertise.

SELECTION CRITERIA

Essential Selection Criteria

- Current technical knowledge and competencies in the industrial vocation or professional field relevant to this position.
- At least 5 years of vocational/lecturing experience or trade experience relevant to the industrial vocation or professional field relevant to this position.
- Well developed written and verbal communication skills.
- Well developed organisational skills, including the ability to work in a team environment.
- Demonstrated ability to facilitate and encourage learning using several modes of delivery.
- Demonstrated initiative and self motivation.
- Ability to demonstrate an understanding of Equal Opportunity principles and develop appropriate strategies to incorporate these into the learning environment.
- Understanding of and experience using information technology (e.g. word processing, internet and spreadsheets).

Minimum Qualifications

- It is preferred that applicants already possess a Certificate IV in Assessment and Workplace Training (or higher recognised teaching qualification) or can demonstrate progression towards the Certificate IV in Assessment and Workplace Training. However, applicants without the above are still eligible to apply but must obtain the Certificate IV in Assessment and Workplace Training within their first 2 years of employment.
- Relevant Tertiary/Industry/Trade Qualification and/or any required license or registration necessary to perform the position as determined by the Agency.

COMMITMENT

All successful applicants to a Lecturing position who have not already done so (full-time or part-time) will be required to obtain the Certificate IV in Training and Assessment or demonstrate equivalence within 2 years of commencement. To assist in the completion of the Certificate IV in Training and Assessment, an employee shall be released from teaching duties for 160 hours if required.