

POSITION DESCRIPTION

Lecturer Management and Business Administration

Position Number 000154

FTE 1.0

TAFE Lecturers Grade 1 - 9

Section 1 - About Us

Goldfields Institute of Technology is the largest training provider in the Goldfields-Esperance region of Western Australia, catering to local, national and international students.

The Goldfields-Esperance region covers approximately 772,000 square kilometres (just under a third of Western Australia's total land mass) and extends from the southeast corner of the state to the Little Sandy and Gibson deserts to the north.

Goldfields Institute of Technology (the Institute) is dedicated to the delivery of quality, flexible and innovative training, creating the leaders of tomorrow and partnering with industry and the community to support students as they embark on a journey of growth and discovery.

Section 2 - Selection Criteria

Essential Selection Criteria

1. Evidence of current technical knowledge and competencies in management and business administration.
2. High-level communication and interpersonal skills with demonstrated ability to develop and maintain positive relationships with internal and external stakeholders.
3. Well-developed organisational skills, including the ability to prioritise workloads and act on own initiative.
4. Demonstrated ability to facilitate and encourage learning using several modes of delivery.
5. Ability to demonstrate an understanding of Equal Opportunity principles and develop appropriate strategies to incorporate these into the learning environment.

Key Position Requirements

- At least five (5) years of vocational or lecturing experience relevant to management and business administration essential.
- Diploma of Management or higher
- Diploma of Business or higher
- Possession of a current class 'C' driver's license essential.

Desirable Selection Criteria

- It is preferred that applicants already possess a Certificate IV in Training and Assessment (or higher recognised teaching qualification) or can demonstrate progress towards the Certificate IV in Training and Assessment. However, applicants without these qualifications are still eligible to apply but must obtain the Certificate IV in Training and Assessment within their first 2 years of employment.
- Bachelor qualification or higher in Management and/or Business Administration
- Intermediate skills in the use of; Microsoft Office suite, email and the internet.
- First Aid qualifications.

Section 3 - Duties of the Position

The lecturer's primary role is to train, develop and facilitate learning opportunities to meet industry demand, assess and mentor students in accordance with relevant curriculum and/or training package requirements.

In order to maintain quality educational and training services, lecturers are required to keep abreast of technological and other developments in their field through professional development to provide up-to-date information and advice to the Institute and industry, where appropriate.

Lecturing Duties (LD)

Lecturing duties may include:

- Delivery of quality education and training.
- Engaging students in the learning processes.
- Workplace training and workplace assessment.
- May involve using a variety of learning environments and delivery strategies and methodologies

Activities Related to Delivery (ARD)

Activities Relating to Delivery are those duties that assist in the delivery of quality education and training within the lecturer's own teaching program. ARD may involve:

- Planning, preparation and marking.
- Making professional decisions associated with the delivery and assessment of modules within the lecturer's own teaching program.
- Other activities related to the delivery of training.

Professional Activities (PA)

Professional activities may include:

- Program advice to students and potential students.
- Specialist assistance to facilitate students' learning.
- Administration of students and resources.
- Recognition of Prior Learning (RPL) assessment.
- Development and maintenance of educational/training programs and learning resources.
- Implementation of new technologies and techniques.
- Identification of industry/community requirements in relation to delivery of programs.
- Participation in the conduct of training needs analysis and skills audits.
- Identification of professional development needs.
- Identification of resource needs.
- Membership of committees and networking within the Institute and industry.
- Undertaking professional development

Section 4 - Mandatory Requirements

The position occupant will be expected to:

- Work within all safety and regulatory requirements within their duties and attendance at work; and understand that there are penalties which can be applied under the legislation for failure to meet these requirements.
- Act in accordance with due efficiency and within any budget allocations they may have in accordance with the Public Sector Management Act 1994.
- Accept the conditions of employment that require that the occupant undertake a National Criminal History Record Check at commencement of employment.
- Accept the conditions of employment that require that the occupant undertake a Working with Children Check at commencement of employment and at expiry of the Working with Children Check.

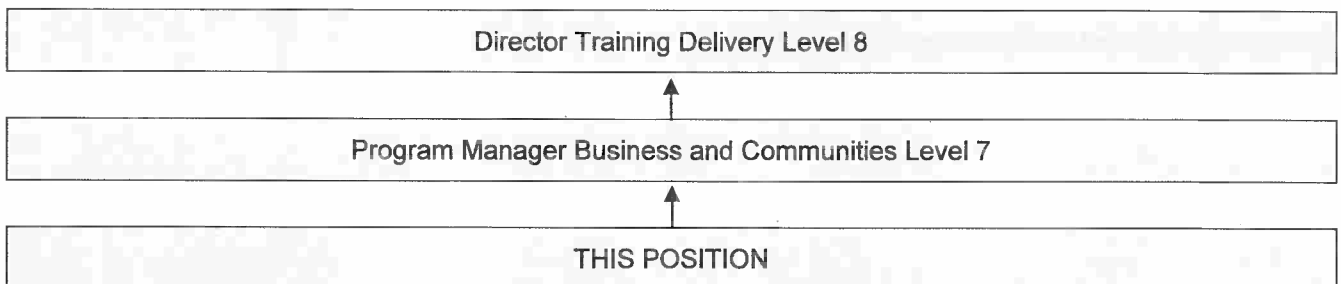
- Complete the Accountable and Ethical Decision Making (AEDM) training within one month of appointment, and comply with the principles of that training.
- Act with integrity and treat others with respect, courtesy and sensitivity, in accordance with the Public Sector Commissioner's Instruction on Code of Ethics.
- Comply with provisions in the Public Sector Management Act 1994 and seek approval to undertake any secondary employment.
- Travel to various campuses as directed.

Section 5 - Details of the Position

Position Identification

Position Number	000154
Directorate	Training Delivery
Division / Branch	Business and Communities

Reporting Relationships



Appointment Details

Industrial Agreement	WA TAFE Lecturers General Agreement 2014
Award	Award Free (Deemed to be covered under the WA TAFE Lecturers Agreement 2014)
Accommodation	As per Institute policy subject to eligibility and availability
Relocation	As per Institute policy subject to eligibility and approval
Allowances	As per Agreement
Special Conditions	Flexible hours and working offsite arrangements are negotiated on a case-by-case basis only
Location	Kalgoorlie Campus or as required.

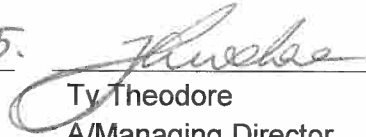
Certification

The details contained in this document are an accurate statement of the position's responsibilities and requirements at the time of signing and may be varied as required by Goldfields Institute of Technology with appropriate discussion and negotiation with the incumbent.

Registered;



Date 18/8/15



Date 10/8/2015

Mitch Brennan
A/Director Training Delivery

Ty Theodore
A/Managing Director

I, _____ have read, understand, and accept the requirements of this position description.

Date / /

Lecturer Management and Business Administration