

JOB DESCRIPTION FORM

Principal Lecturer – Trades & Allied Industries

LGAPL
P002570

Key Role Statement

During the performance of their normal lecturing role, a Principal Lecturer (P/L) would focus upon leadership and qualitative improvement in educational processes and programs. A P/L would be expected to have outstanding skills and qualities in education delivery with a focus on quality teaching and learning.

The P/L is a teaching position and is expected to provide college or system wide educational leadership in his/her area of expertise. The P/L has industrial leadership responsibilities, which relate directly to the education process, including curriculum, teaching initiatives and industry liaison.

Division

Portfolio Management

Branch

Trades & Allied Industries

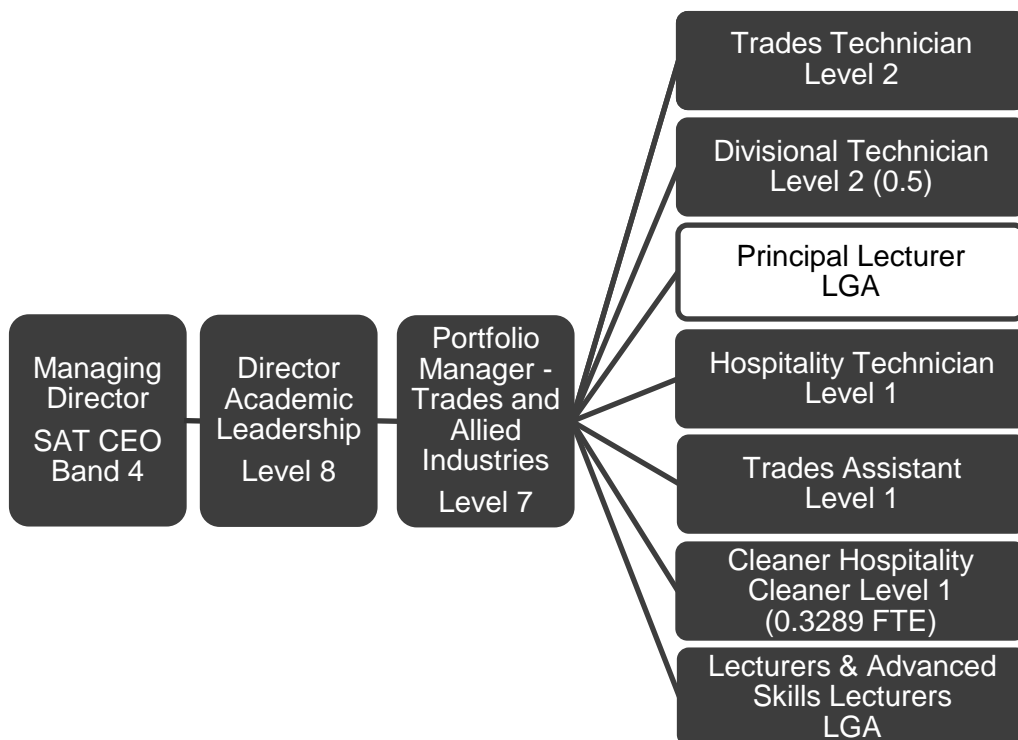
Section

Trades & Allied Industries Admin

Award/ Agreement

WA TAFE Lecturers General Agreement & related award

Reporting Structure



About Us Great Southern Institute of Technology was established in 1974, and with 6000 students is the largest provider of education and training in the Great Southern region of Western Australia. The Institute operates campuses in Albany, Mt Barker, Denmark, and Katanning and delivers on-site, on-line and in the workplace. This significant footprint positions the Institute to respond to community and industry expectations in respect to the provision of vocational education and training qualifications. For further information, visit our website at <http://www.gsit.wa.edu.au>.

Our Vision To contribute to the sustainable economic and social development of the region.

Our Mission To provide our students with the skills to fulfil their potential and build our region's prosperity.

Our Core Values

Respect	We treat our colleagues, students and clients with respect and sensitivity, recognising the importance of diversity. We respect all individuals and value their contributions.
Integrity	We have a clear commitment to ethical conduct in all aspects of our work.
Excellence	We strive to achieve best practice in all we do.
Enterprise	We encourage training strategies that are innovative, well resourced, responsive and entrepreneurial.
Risk tolerance	We encourage and reward entrepreneurship and prudent risk taking.

Selection Criteria

Essential

- 1 At least five years of teaching experience.
- 2 Able to demonstrate educational leadership in the development & implementation of curriculum across program areas.
- 3 Demonstrated significant educational leadership in professional practice in the following areas:
 - teaching methodology
 - student assessment
 - program evaluation
 - educational innovation
- 4 Demonstrated leadership within the Trades and Allied Industries area of expertise in relation to:
 - maintaining close liaison with industry, professional and other appropriate groups;
 - promulgating advice and information in current trends in the industry area;
 - representing the Trades and Allied Industries area on college, state and interstate committees and working groups.
- 5 Demonstrated outstanding performance.
- 6 Understanding of equal opportunity policies and development of appropriate strategies to incorporate these principles into the learning environment.

Minimum Qualifications

- 1 Higher Teaching qualification (Bachelor's Degree, Graduate Diploma, Masters)
- 2 Vocational qualification in a related discipline of Trades and Allied Industries
- 3 Any required license or registration necessary to perform the position

Duties of the Position

In conjunction with, and during the performance of their normal lecturing duties, a P/L would provide highly developed educational leadership with a quality teaching and learning focus which includes;

- class room practice;
- curriculum development;
- alternative learning strategies;
- promotion of programs including provision of vocational education and course advice to students, industry and the community;
- development/performance of skills analysis for industry;
- induction, mentoring and training of lecturers.

Lecturing Duties (LD)	Professional Activities (PA)	Activities Related to Delivery (ARD)
<p>Lecturing duties involve:</p> <ul style="list-style-type: none"> • The delivery of quality education and training • Engaging/Mentoring, coaching lecturers in e-learning processes • Workplace training and workplace assessment • Development and delivery of e-learning PACD programs for staff <p>Lecturing may involve using a variety of:</p> <ul style="list-style-type: none"> • Learning environments, including but not limited to: <ul style="list-style-type: none"> ○ Learning Management System ○ Virtual Classroom ○ Classrooms ○ Workshops ○ Industry ○ In the field • Delivery strategies and methodologies • Appropriate delivery methods 	<ul style="list-style-type: none"> • E-learning advice to lecturing and administration staff • Specialist assistance to facilitate lecturer e-learning • Administration of the Learning Management System (Moodle) and its associated resources • Recognition of Prior Learning (RPL) assessment • Development and maintenance of e-learning 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 e-learning professional development needs • Identification of resource (including e-learning) needs • Membership of committees and networking within the Institute and industry • Undertake professional development, including return to industry • Or as otherwise agreed 	<ul style="list-style-type: none"> • Activities Relating to Delivery are those duties that assist in the delivery of quality education and training within the lecturers own teaching program <p>ARD involves:</p> <ul style="list-style-type: none"> • Planning • Preparation • Marking • Making professional decisions associated with the delivery and assessment of modules within the lecturers own teaching program • Other activities related to the delivery of training

Appointment Factors

Location

Albany Campus, 5 Anson Road, Albany WA 6330

Accommodation

Nil

Allowances

As per Agreement/Award

Appointment Pre-Requisites

Clearances

Eligibility for employment at Great Southern Institute of Technology is subject to obtaining a satisfactory Department of Education National Police History Check/ Clearance. As this position will, or is likely to involve contact with children, the recommended occupant will also be required to obtain a Working with Children (WWC) Card.

Qualifications

The occupant of this position must possess any qualifications listed within the Essential Selection Criteria. Original certificates for all qualifications must be presented to Human Resources on commencement.

Citizenship/Residency/Visa Requirements

To be considered for a permanent position, the applicant must be an Australian citizen, Australian resident or be a New Zealand citizen with unrestricted work rights. To be considered for a fixed-term contract/temporary position, the applicant must be either an Australian citizen, Australian resident, a New Zealand citizen with unrestricted work rights or a temporary resident with a valid Working Visa.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

	PORTFOLIO MANAGER		DIRECTOR
Name	Michael Korn	Name	Justine Bradney
Signature		Signature	
Date	26 August 2015	Date	26 August 2015
HR Officer		Date Registered	