

SECTION 1 – ORGANISATION INFORMATION

ORGANISATION	KIMBERLEY TRAINING INSTITUTE
DIVISION	TRAINING DIRECTORATE
BRANCH	TRAINING ADMINISTRATION
SECTION	TL

EFFECTIVE DATE OF DOCUMENT GENERIC
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CLASSIFICATION	LECTURER	POSITION NO.	002954
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TITLE	LECTURER - AUTOMOTIVE
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SALARIES AGREEMENT/AWARD <i>WESTERN AUSTRALIAN TAFE LECTURERS' GENERAL AGREEMENT 2014 (or replacement Agreement)</i>
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SECTION 2 - REPORTING RELATIONSHIPS

TITLE:	DIRECTOR TRAINING
CLASSIFICATION:	Level 8

Responsible To

TITLE:	PORTFOLIO MANAGER
CLASSIFICATION:	Level 7

Responsible To

THIS OFFICE
LECTURER

Other officers reporting directly to this office
Title & Classification:
Portfolio Client Coordinator (L3), 1.0 FTE
Lecturing Staff

Officers under direct responsibility

Title:	Classification:	Number of FTE's under Supervision and Control:
		NIL

SECTION 3 - KEY RESPONSIBILITIES

State BRIEFLY the key responsibilities or prime function of the job.

<p>The Lecturer's primary role is to teach, facilitate learning, assess and mentor students in accordance with relevant curriculum and/or training package requirements.</p> <p>Lecturers also undertake "Professional Activities" and "Activities Related to Delivery".</p> <p>In order to maintain quality educational services, Lecturers are required to keep abreast of technological and other developments in their vocational field through professional development. This is to provide up-to-date information and advice to the Institute and industry, where appropriate.</p>
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SECTION 4 - STATEMENT OF DUTIES

TITLE LECTURER – AUTOMOTIVE	CLASSIFICATION LECTURER	POSITION NO. 002954
SUMMARY OF DUTIES TO BE PERFORMED		
The role of a Lecturer requires the performance of a range of lecturing, professional activities and activities relating to delivery, including, but not limited to, the following:		
<u>LECTURING DUTIES (LD)</u>		
<ul style="list-style-type: none">▪ The delivery of quality education and training▪ Engaging students in the learning process▪ Workplace training and workplace assessment		
Lecturing may involve using a variety of:		
<ul style="list-style-type: none">▪ Learning environments, including, but not limited to:<ul style="list-style-type: none">○ Classrooms○ Workshops○ Industry○ In the field▪ Delivery strategies and methodologies▪ Appropriate delivery methods		
<u>ACTIVITIES RELATING TO DELIVERY (ARD)</u>		
Activities Relating to Delivery (ARD) are those duties that assist in the delivery of quality education and training within the Lecturer's teaching program. ARD involves:		
<ul style="list-style-type: none">▪ Planning▪ Preparation▪ Marking▪ Making professional decisions associated with the delivery and assessment of modules within the Lecturer's teaching program▪ Other activities related to the delivery of training		
<u>PROFESSIONAL ACTIVITIES (PA)</u>		
<ul style="list-style-type: none">▪ 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▪ Undertake professional development, including return to industry.▪ Or as otherwise agreed		
<p>The occupant of this position will be expected to comply with and demonstrate a positive commitment to Equity and Diversity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Development processes, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.</p>		

SECTION 5 – SELECTION CRITERIA

TITLE LECTURER – AUTOMOTIVE	CLASSIFICATION LECTURER	POSITION NO. 002954
EACH CRITERION TO SPECIFY WHETHER ESSENTIAL OR DESIRABLE		
<p>ESSENTIAL:</p> <p>Able to demonstrate:</p> <ul style="list-style-type: none"> ▪ Current technical knowledge and competencies in the industrial vocation or professional field relevant to the advertised position. <i>In this case, Automotive Mechanics.</i> ▪ At least 5 years of vocational and/or lecturing experience relevant to the industrial vocation or professional field relevant to the advertised position. <i>In this case, Automotive Mechanics.</i> ▪ 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 (including word processing, internet and spreadsheets). <p>MINIMUM QUALIFICATIONS</p> <ul style="list-style-type: none"> ▪ It is preferred that applicants already possess a Certificate IV in Training and Assessment (TAE 40110) (or a higher recognised teaching qualification) or can demonstrate progression towards Certificate IV in Training and Assessment (TAE 40110). ▪ Relevant Tertiary/Industry/Trade Qualification and/or any required licence or registration necessary to perform the role as determined by the College. <i>In this case, Minimum Certificate III in Light Vehicle Mechanical Technology.</i> <p>DESIRABLE</p> <ul style="list-style-type: none"> ▪ Previous experience with Aboriginal people and/or Torres Strait Islanders in a learning, business, social or community context. ▪ Current knowledge and commitment to Equity and Diversity and Occupational Safety and Health in all aspects of employment and service delivery. 		

SECTION 6 - APPOINTMENT FACTORS

LOCATION AND ACCOMMODATION State location.	LOCATION DERBY SUBSIDISED ACCOMMODATION: Subject to eligibility & availability.
ALLOWANCES/SPECIAL CONDITIONS State allowances and conditions applicable	<ul style="list-style-type: none"> * District Allowance Country Incentives Allowances (Broome, Kununurra & Derby) Differential Salary Location Allowances (Fitzroy Crossing, Halls Creek & Wyndham) * Air-conditioning subsidy in terms of GROH Policy * Annual Leave Travel Concession Others in terms of the Agreement <p>*Subject to eligibility.</p>
SPECIALISED EQUIPMENT OPERATED Specify type of equipment, make and model, operated.	In line with the requirements of the program delivery area
TRAVEL	Travel away from home base (including other campuses and remote sites), including overnight stays, is a requirement of this role.