



JOB DESCRIPTION FORM

Position Title

Lecturer Access and Participation

Prime Function of the Position

The Lecturer's primary role is to teach, facilitate learning, assess and mentor students in accordance with relevant curriculum and/or training package requirements.

Lecturers also undertake Professional Duties and Activities Related to Delivery.

In order to maintain quality educational 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 College and industry, where appropriate.

Position

Title	Lecturer Access and Participation
Classification	Grade 1-9
Directorate/Branch	Training and Institute Services/Health & Community Services
Work Location	Hedland Campus (South Hedland)
Position Number	10000882
Position reports to	Training Manager Health & Community Services

About Us

Pilbara Institute is one of the largest training providers in the North West of Western Australia, with more than 3500 students.

The Institute offers a number of courses, ranging from traditional trades such as Electrical, Metal Fabrication and Mechanical Engineering, Transport, Security, Safety training through to Business and Information Technology, Hospitality, Health & Community Services and Childcare.

Located in a region spanning more than 500,000 square kilometres, Pilbara Institute has campuses in Karratha and South Hedland (Pundulmurra). The Institute delivers training across the region into towns such as Roebourne (Minurmarghali Mia), Newman and Tom Price as well as training into rural and remote communities.

The Institute specialises in a blend of flexible and customised training solutions for large and small businesses, industry, local government, schools, individuals and the community with specialised support staff to assist students and clients meet their professional and personal goals.

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Our Vision

Skilling the Pilbara workforce – transforming individuals and organisations to achieve their full potential

Our Mission

To build a vibrant and sustainable community through engagement, innovative learning and participation

Our Values

Our people are our greatest strength and we value:

Respect

Differences in culture, values and opinion are respected

Accountability

All parts of the organisation are accountable for the achievement of strategic objectives and performance targets

Leadership

Delivery of the highest of academic standards

Integrity

Products and services provided align to our clients' needs

These values will guide our daily efforts



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Directorate

Training & Commercial Operations

Selection Criteria:

This position requires the ability to demonstrate a level of competency in the following areas:

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

Minimum Qualifications

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

Duties of the Position

The role of a Lecturer requires the performance of a range of lecturing, professional duties and activities related to delivery, including, but not limited to, the following:

1. LECTURING DUTIES (LD)
 - The delivery of quality education and training
 - Engaging students in the learning processes
 - Workplace training and workplace assessment



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And may involve using a variety of learning environments, including but not limited to:

- classrooms
- workshops
- industry
- in the field
- delivery strategies and methodologies
- appropriate delivery methods

2. PROFESSIONAL ACTIVITIES (PA)

- 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 College and industry.
- Undertake professional development, including return to industry.
- Or as otherwise agreed.

3. ACTIVITIES RELATED TO DELIVERY (ARD)

- Activities Related to Delivery are those duties that assist in the delivery of quality education and training within the lecturer's own teaching program
- ARD involves:
 - 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	Hedland Campus
Accommodation	As per the Institute's policy subject to eligibility and availability
Allowances	As per Award
Travel	Travel to other campuses or sites will be required as the need arises
Industrial Agreement	Western Australian TAFE Lecturers' General Agreement 2014



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Special Conditions

National Police History Check:

All new staff being appointed to Pilbara Institute will need to apply for a National Police History Check prior to commencing duty. The process intent is to assess the suitability of applicants to work or provide services to the Education and Training Sector. All applications must be directed to the "Screening Unit" at the Department of Education and Training

Working With Children Check (WWC):

All new staff appointed to Pilbara Institute in "child-related work" will need to apply for a WWC Check prior to commencing duty. The purpose of a WWC Check is to determine whether someone has a criminal history that indicates they may harm children. The aim is to deter people with such records from trying to obtain work in positions of trust, either paid or unpaid. If you receive a Negative Notice or an Interim Negative Notice you will be deemed to have repudiated your contract and your employment will come to an end.

Current WA 'C' Class Driver's Licence

All new staff being appointed to Pilbara Institute will be required to have a current WA 'C' Class Licence as staff will be required to travel between campuses, from time to time. For staff appointed from outside Western Australia, you must apply for a WA driver's licence within three (3) months of becoming a resident of WA. Please see the following link to the WA Department of Transport:
<http://www.transport.wa.gov.au/licensing/20666.asp>

Prescribed Legislation and Regulation

As an employee of the Western Australian public sector you have specific obligations to the community of Western Australia and your colleagues. In addition to the prescribed industrial agreement, your employment is governed by the following:

- Public Sector Management Act (1994) and Regulations
- Vocational Education and Training Act (1996)
- Public Sector Code of Ethics
- Pilbara Institute's Code of Conduct
- Equal Opportunity Act (1984)
- Occupational Safety and Health Act (1984)
- Internet Terms and Conditions of Use
- Employee Software and Compliance Statement
- Pilbara Institute policies and procedures

Specialised Skills/Training Requirements

Capacity to utilise or undertake training in:

- Personal Computer
- Electronic Management Information Systems
- Electronic Records Management
- Microsoft Office suite of products (including Word, Excel and Outlook)

Certification

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