

## **ROLE DESCRIPTION AND DUTY STATEMENT FOR LECTURERS**

### **Lecturer Role /Duties**

For the purpose of this paper Lecturer includes ‘Advanced Skills Lecturer 1 & 2’ and ‘Principal Lecturer’. 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 Institute and industry, where appropriate.

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

<b>Lecturing Duties (LD)</b>	<b>Professional Duties (PD)</b>	<b>Activities Related to Delivery (ARD)</b>
<p>Lecturing duties involve:</p> <ul style="list-style-type: none"> <li>• The delivery of quality education and training.</li> <li>• Engaging students in the learning processes.</li> <li>• Workplace training and workplace assessment.</li> </ul> <p>Lecturing may involve using a variety of:</p> <ul style="list-style-type: none"> <li>• Learning environments, including but not limited to:               <ul style="list-style-type: none"> <li>○ Classrooms,</li> <li>○ Workshops,</li> <li>○ Industry,</li> <li>○ In the field</li> </ul> </li> <li>• Delivery strategies and methodologies</li> <li>• Appropriate delivery methods</li> </ul>	<ul style="list-style-type: none"> <li>• Program advice to students and potential students.</li> <li>• Specialist assistance to facilitate students’ learning.</li> <li>• Administration of students and resources.</li> <li>• Recognition of Prior Learning (RPL) assessment.</li> <li>• Development and maintenance of educational/training programs and learning resources.</li> <li>• Implementation of new technologies and techniques.</li> <li>• Identification of industry/community requirements in relation to delivery of programs.</li> <li>• Participation in the conduct of training needs analysis and</li> </ul>	<ul style="list-style-type: none"> <li>• Activities Related to Delivery are those activities that assist in the delivery of quality education and training within the lecturer’s own teaching program.</li> </ul> <p>ARD involves:</p> <ul style="list-style-type: none"> <li>• Planning</li> <li>• Preparation</li> <li>• Marking</li> <li>• Making professional decisions associated with the delivery and assessment of modules within the lecturer’s own teaching program.</li> <li>• Other activities related to the delivery of training.</li> </ul>

	<p>skills audits.</p> <ul style="list-style-type: none"> <li>• Identification of professional development needs.</li> <li>• Identification of resource needs.</li> <li>• Membership of committees and networking within the Institute and industry.</li> <li>• Undertake professional development, including return to industry.</li> <li>• Or as otherwise agreed.</li> </ul>	
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### Essential Selection Criteria

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)
9. Other essential or desirable criteria as agreed between the parties.

### Minimum Qualifications

1. Applicants for this position must hold the Certificate IV in Training and Assessment (TAE40110)
2. Relevant Tertiary/Industry/Trade Qualification and/or any required license or registration necessary to perform the position as determined by the Institute.