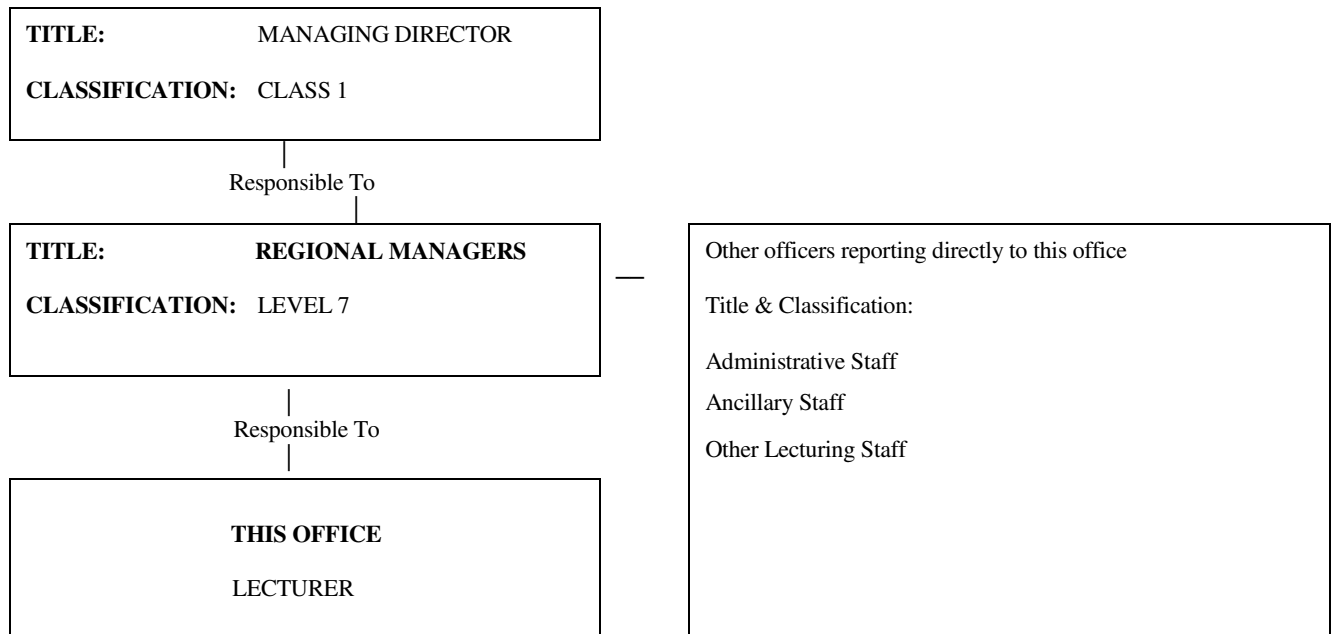


JOB DESCRIPTION FORM

ORGANISATION KIMBERLEY TAFE	EFFECTIVE DATE OF DOCUMENT Generic 2008
DIVISION TRAINING DIRECTORATE	POSITION NO. GENERIC
BRANCH	TITLE LECTURER GENERIC
SECTION VARIOUS	SALARIES AGREEMENT/AWARD WESTERN AUSTRALIAN TAFE LECTURERS' GENERAL AGREEMENT 2008

SECTION 2 - REPORTING RELATIONSHIPS



Officers under <u>direct</u> 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 College and industry, where appropriate.</p>
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SECTION 4 - STATEMENT OF DUTIES

EFFECTIVE DATE OF DOCUMENT
GENERIC 2008

TITLE	LECTURER	CLASSIFICATION	LECTURER POSITION NO. GENERIC
SUMMARY OF DUTIES TO BE PERFORMED			
	Details		
	<p>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:</p> <p><u>LECTURING DUTIES (LD)</u></p> <ul style="list-style-type: none"> ▪ The delivery of quality education and training ▪ Engaging students in the learning process ▪ Workplace training and workplace assessment <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"> ○ Classrooms ○ Workshops ○ Industry ○ In the field ▪ Delivery strategies and methodologies ▪ Appropriate delivery methods <p><u>ACTIVITIES RELATING TO DELIVERY (ARD)</u></p> <p>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:</p> <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 <p><u>PROFESSIONAL ACTIVITIES (PA)</u></p> <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 		

	<ul style="list-style-type: none">▪ 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		

TITLE LECTURER	CLASSIFICATION Lecturer	POSITION NO. GENERIC 2008
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EACH CRITERION TO SPECIFY WHETHER ESSENTIAL OR DESIRABLE

ESSENTIAL:

Able to demonstrate:

- Current technical knowledge and competencies in the industrial vocation or professional field relevant to the advertised position.
In this case, hospitality (commercial cookery).
- At least 5 years of vocational and/or lecturing experience relevant to the industrial vocation or professional field relevant to the advertised position.
In this case, hospitality (commercial cookery).
- 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).

MINIMUM QUALIFICATIONS

- It is preferred that applicants already possess a Certificate IV in Training and Assessment (or a higher recognised teaching qualification) or can demonstrate progression towards 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.
- Relevant Tertiary/Industry/Trade Qualification and/or any required licence or registration necessary to perform the role as determined by the College.
In this case, a Diploma of Hospitality.

DESIRABLE

- Previous experience with Aboriginal people and/or Torres Strait Islanders in a learning, business, social or community context.
- Certificate III in Commercial Cookery.

SECTION 6 - APPOINTMENT FACTORS

EFFECTIVE DATE OF DOCUMENT
 GENERIC 2008

TITLE	LECTURER	CLASSIFICATION	OFFICE NO.	GENERIC
<p>LOCATION AND ACCOMMODATION State location. If accommodation is available give details</p>		<p>LOCATION SUBSIDISED ACCOMMODATION: If available and subject to eligibility</p>		
<p>ALLOWANCES/SPECIAL CONDITIONS State allowances and conditions applicable</p>		<p>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>		
<p>SPECIALISED EQUIPMENT OPERATED Specify type of equipment, make and model, operated.</p>		<p>In line with the requirements of the program delivery area</p>		

SECTION 7 - CERTIFICATION

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

MANAGING DIRECTOR

SIGNATURE _____

DATE