

# JOB DESCRIPTION FORM



WEST COAST INSTITUTE  
OF TRAINING

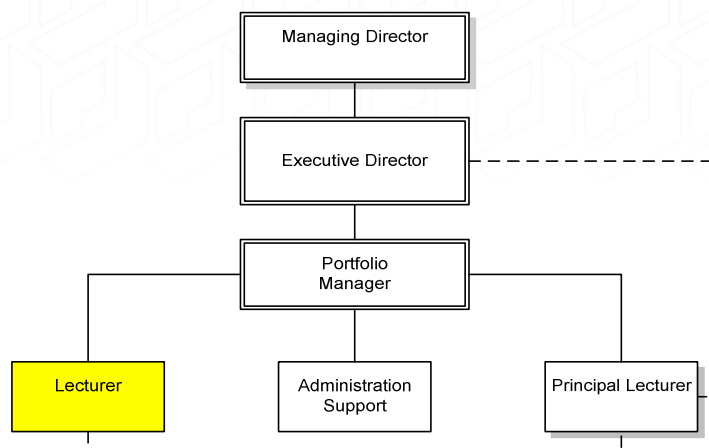
## Lecturer Position

The lecturer's primary role is to teach, facilitate learning, assess and mentor students in accordance with the relevant curriculum and/or training package requirements and within approved quality frameworks, policies and standards. The lecturer is required to undertake professional activities related to delivery. To maintain quality educational services the lecturer is required to keep abreast of technological and other developments in their field through professional development and to provide up-to-date information and advice to the Institute and industry where appropriate. Undertake relevant administrative processes that directly assist with student learning, record management and assessment.

## Position

Title	Lecturer Community Services - Youth
Salaries Agreement/Award	WA TAFE Lecturers' General Agreement 2008
Academic Portfolio	HESS
Work Location	West Coast Institute of Training Campuses
Position Number	
Employment Type	Fixed Term
Salary	\$60,037 - \$81,662 per annum
Position reports to	Portfolio Manager

## Reporting Structure





## About Us

West Coast Institute of Training, located in the fast growing North West Metropolitan Region of Perth is a leader in the delivery of vocational education and training programs locally, state-wide and internationally.

West Coast Institute of Training's vision is that '**Our students have world class skills**'. The Institute strives to achieve this by providing world-class training through '*the West Coast Way*' which is characterised by delivering training that is;

- **Resourceful** - particularly in maximising the use of existing resources, such as existing industry equipment and facilities for the delivery of training products and services.
- **Agile** - particularly, in finding ways of delivery of training products and services in a mode, manner and time to suit student and customer needs.
- **Partnered** - delivery in partnership to improve the bottom line of all clients whether in industry, enterprise, the community or as an individual, frequently enhanced by other partnerships with other College Divisions, TAFEs, higher education institutions and private providers.

Utilising the West Coast Way, the Institute is clear that its role is:

Through industry and community partnerships, West Coast Institute of Training will provide world-class training for:

- Sustainable employment
- Workforce development
- Achieving personal aspirations

West Coast Institute of Training's major goals are to;

- Enhance our customer's experience
- Ensure our operations are sustainable
- Develop our future capability

## Our Values

West Coast Institute of Training is building a culture that takes advantage of new opportunities and responds positively to change. To do this we are developing staff and engaging our workforce to live these values and contribute to achieving our goals.

We recognise effort and look towards outcomes of excellence to make us an employer of choice.

### Ethics

We will behave in a manner that demonstrates respect for one another and display honesty, fairness and integrity in all that we do.

### Accountability

We are responsible for our own actions. We will demonstrate social, financial and environmental responsibility to stakeholders.

### Continuous Improvement

We believe in investment in people, technology and resources and do this in order for the Institute to evolve.

### Customer Satisfaction

We believe in building and nurturing relationships that meet the needs and expectations of our internal and external customers.

## Division Description

The primary role of the Training and Workforce Development Division is to provide quality training and related workforce development services to individuals, enterprise and community in order to build the States workforce capacity.



## Able to Demonstrate

Applicants are to provide a short statement demonstrating their capacity to work with the Institute's organisational values as expressed in this job description form.

## Essential

1	Current technical knowledge, experience and competence in the industry, vocation or professional field relevant to this position.
2	At least five 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 and 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, spreadsheets).
9	Other essential or desirable criteria as agreed between the parties.

## Minimum Qualifications

1	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.
2	Relevant Tertiary/Industry/Trade Qualification and/or any required license or registration necessary to perform the position as determined by the Institute.



## Accountabilities

1	<b>LECTURING DUTIES</b>
1.1	Deliver quality education and training in an area of educational/industrial expertise under the requirements of AQTF standards.
1.2	Engage students in the learning process.
1.3	Deliver and assess training in a range of 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>
1.4	Lecturer using a variety of appropriate delivery strategies and methodologies.

2	<b>PROFESSIONAL DUTIES</b>
	Assists the effective operation of education/training programs through:
2.1	Program advice to students and potential students.
2.2	Provision of specialist assistance to facilitate student's learning.
2.3	Administration of students and resources within the context of lecturer's own program.
2.4	Provision of recognition of prior learning (RPL) assessments.
2.5	Development and Maintenance of educational/training programs and learning resources.
2.6	Implementation of new technologies and techniques.
2.7	Identification of industry/community requirements in relation to delivery of programs.
2.8	Participation in the conduct of training needs analysis and skills audits.
2.9	Identification of professional development needs.
2.10	Identification of resource needs.
2.11	Membership of committees and networking within the College and industry.
2.12	Undertake professional development, including return to industry.
2.13	Other professional duties as agreed.

3	<b>ACTIVITIES RELATED TO DELIVERY</b>
	<b>Activities Related to Delivery are those activities that assist in the delivery of quality education and training within the lecturer's own teaching program.</b>
3.1	Activities Related to Delivery involves: <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>



## Appointment Factors

### Location

West Coast Institute of Training campuses

Will require travel between campuses for conduct of duties

### Accommodation

Nil

### Allowances/Special Conditions

#### Criminal History Record Check:

All new staff being appointed to West Coast Institute of Training will need to apply for a Criminal History Record 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 being appointed to West Coast Institute of Training 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. Those with such records who do apply for a WWC Check will be barred from starting or continuing in "child-related work".

### Specialised Skills/Training requirements

Must be able to maintain and safely utilise tools and equipment for maintenance and minor works.

Capacity to utilise or undertake training in:

- Personal Computer
- Electronic Management Information Systems
- WAN- email
- Electronic Records Management
- Microsoft Office suite of products

### Specialists Qualifications

Possession of any necessary Certification, Registration or Qualification required to undertake this role.

### Occupational Health & Safety Requirements

The Institute has a significant number of policies, guidelines, procedures and risk assessment tools to minimise Occupational Health & Safety risks in the workplace. Staff are required to be familiar with, adhere to, and in some cases use and manage relevant policies, guidelines, procedures and risk assessment tools.

## Certification

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

DIRECTOR/MANAGER		MANAGING DIRECTOR	
NAME		NAME	Sue A Slavin
SIGNATURE:		SIGNATURE:	
DATE:		DATE:	
NAME OF WORKFORCE SERVICES OFFICER :	TITLE :	DATE OF REGISTRATION :	