



**Challenger**  
INSTITUTE OF TECHNOLOGY

## **JOB DESCRIPTION FORM**

### **LECTURER INFORMATION TECHNOLOGY**

#### **KEY RESPONSIBILITIES**

Teach, facilitate learning, assess and mentor students in accordance with relevant curriculum and/or training package requirements. 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.

#### **SELECTION CRITERIA**

##### **ESSENTIAL:**

- Current technical knowledge and competencies within Information Technology, with particular reference to one or more of the following streams:
  - Cisco Networking
  - Sharepoint
  - PC Hardware
- At least 5 years of vocational or lecturing experience relevant to Information Technology.
- 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 (e.g. word processing, internet and spreadsheets).

##### **MINIMUM QUALIFICATIONS:**

- It is preferred that applicants already possess a Certificate IV in Training & Assessment (or higher recognised teaching qualification) or can demonstrate progression towards the Certificate IV in Training & Assessment. However, applicants without the above are still eligible to apply but must obtain the Certificate IV in Training & Assessment within their first 2 years of employment.
- Diploma in Information Technology, or equivalent, or higher.

## **DUTIES OF THE POSITION**

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:

### **Lecturing Duties**

Lecturing duties involve:

- The delivery of quality education and training.
- Engaging students in the learning processes.
- Workplace training and workplace assessment.

Lecturing 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

### **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 Institute and industry.
- Undertake professional development, including return to industry.
- Or as otherwise agreed.

### **Activities Related to Delivery (ARD)**

Activities Related to Delivery are those activities that assist in the delivery of quality education and training within the lecturer's own teaching program.

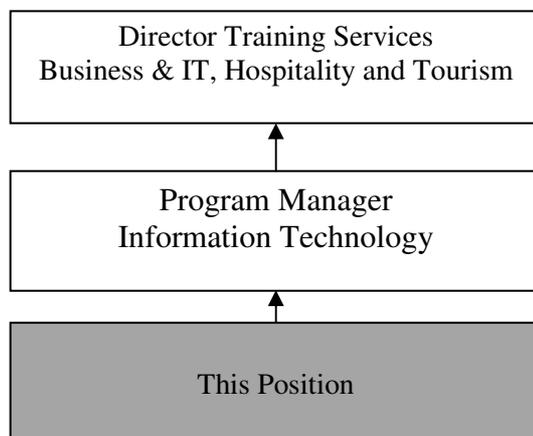
ARD involves:

- Planning
- Preparation
- Marking
- Making professional decisions associated with the delivery and assessment of modules within the lecturer's own teaching program.
- Other activities related to the delivery of training.

## Position Identification

<b>Position Number</b>	P002763
<b>Directorate</b>	Training Services
<b>Division / Branch</b>	Business & IT, Hospitality and Tourism

## Reporting Relationships

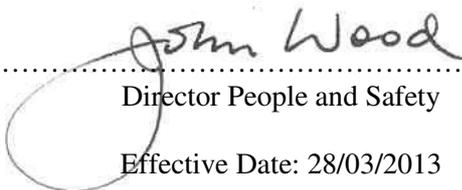


## Appointment Details

<b>Industrial Agreement</b>	TAFE Lecturers' Certified Agreement 2011
<b>Accommodation</b>	Nil
<b>Allowances</b>	Nil
<b>Special Conditions</b>	
<b>Location</b>	Institute Campus as directed

## Certification

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

  
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Director People and Safety  
Effective Date: 28/03/2013