



Job Description Lecturer (Grade 1-9)

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|-------------------------|---------------|-------------------------|--|
| Position Number: | GENERIC | FTE: | 1.0 |
| Division/Branch: | | Agreement/Award: | Western Australian TAFE Lecturers' General Agreement 2014 (or as replaced) |
| Section: | | | |
| Location: | AS PER ADVERT | | |

Reporting Relationships

Training Manager/Portfolio Level 7

Other officers reporting to the above office:

This Office – officers under direct responsibility

Nil

Key Role Statement

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.

Key Responsibilities

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

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
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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

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.

Appointment Factors

| | |
|---------------|--|
| Location | North Regional TAFE Campus |
| Accommodation | As per North Regional TAFE Policy subject to eligibility and availability. |
| Allowances | As per Award. |
| Travel | Travel to and work at other campuses or sites will be required as the need arises. |

Special Conditions

National Police History Check:

All new staff being appointed to North Regional TAFE are required to provide a National Police History Check prior to commencing duty. 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 North Regional TAFE in "child-related work" are required to provide a WWC Check prior to commencing duty. If you receive a Negative Notice or an Interim Negative Notice you will be deemed to have repudiated your contract and your employment will cease.

Current WA 'C' Class Driver's Licence

All new staff being appointed to North Regional TAFE are required to have a current WA 'C' Class Licence as staff will be required to travel between campuses. 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.

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

North Regional TAFE'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

North Regional TAFE policies and procedures

CERTIFICATION

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

| Business Unit Manager | | Managing Director | |
|-----------------------|--|-------------------|--|
| Name: | | Name: | |
| Signature: | | Signature: | |
| Date: | | Date: | |