



## Job Description Form - Lecturer

### Position Details

Classification            Grade 1- 9

Award/Agreement    Western Australian TAFE Lecturers Agreement

### Position Overview

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.

### Position 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:

#### LECTURING DUTIES (LD)

- The delivery of quality education and training
- Engaging students in the learning processes
- Workplace training and workplace assessment
- Recognition of Prior Learning (RPL) 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

## 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)
- 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.

## 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

### Essential 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).
9. Other Requirements

#### Minimum Qualifications

1. Relevant Tertiary / Industry / Trade Qualification and/or any required license or registration necessary to perform the position as determined by the College.
2. 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 consistent with the provisions of Clause 83 Training and Lecturing Qualifications and Clause 30 Progression of the General Agreement.