



## Job Description Lecturer South Metropolitan TAFE

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<b>Position Number:</b>	Various	<b>FTE:</b>	1.0
<b>Division</b>	Training Services	<b>Agreement/Award:</b>	Teachers Award 1993
<b>Branch:</b>	Various		WA TAFE Lecturers General
<b>Location:</b>	Various		Agreement 2019 or as replaced

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### Reporting Relationships

Portfolio Manager, Level 7

*Other officers reporting to the above office:*

Technical and administrative staff

Various lecturers

*This Office – officers under direct responsibility*

nil

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### 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 Activities (PA) and Activities Related to Delivery (ARD).

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.

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### Key Responsibilities

- 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:
    - Lecturing Duties - the delivery of quality education and training using a variety of learning environments, delivery strategies, and delivery methods.
    - Professional Activities (PA) – Program advice, development and maintenance of training programs and learning resources, implantation of new technologies and techniques, and the identification of industry/community requirements in relation to delivery of programs.
    - Activities Related to Delivery (ARD) – duties that assist in the delivery of quality education and training within the lecturer's own teaching program. This may include planning, preparation, marking and making professional decisions associated with the delivery and assessment of modules within the lecturer's own teaching program.
  - Deliver programs that meet specified learning outcomes within the lecturer's range of competence.
  - Ensure a customer focused approach in the discharge of duties.
  - Work within the conditions established under the prevailing Acts, Agreements and Award provisions.
  - Work within and contribute to a team environment.
  - Comply with Equal Opportunity policies and legislation requirements including actively participating to ensure a harassment free working/learning environment.
  - Exercise due duty of care in dealings with students, clients, and other staff members.
  - Comply with College safety requirements, policy, and practices.
  - Undertake appropriate staff development to maintain currency of knowledge and skills in areas of expertise.
  - Behave and formulate decisions in line with the Public Sector Code of Ethics, SMTAFE Code of Conduct and SMTAFE Values.
  - Be based at any of the College campuses as required.
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**Selection Criteria**

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 79 Training and Lecturing Qualifications and Clause 30 Progression of the General Agreement.

Essential

3. Current technical knowledge and competencies in the industrial vocation or professional field relevant to this position.
4. At least 5 years of vocational or lecturing experience relevant to the industrial vocation or professional field relevant to this position.
5. Well-developed written and verbal communication skills.
6. Well-developed organisational skills, including the ability to work in a team environment.
7. Demonstrated ability to facilitate and encourage learning using several modes of delivery.
8. Demonstrated initiative and self-motivation.
9. Ability to demonstrate an understanding of Equal Opportunity principles and develop appropriate strategies to incorporate these into the learning environment.
10. Understanding of and experience using information technology (e.g. word processing, internet, and spreadsheets).

Please note, other essential or desirable criteria may be agreed between the parties to the General Agreement.

**Other Requirements**

- A current Working with Children Check.
- A Department of Education Nationally Coordinated Criminal History Check.
- All South Metropolitan TAFE staff are to comply with Public Health Orders in relation to COVID-19 vaccinations and provide evidence of this status.

**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:	