POSITION DESCRIPTION

POSITION TITLE:  LECTURER HIGHER EDUCATION

POSITION NUMBER:

DEPARTMENT:  HIGHER EDUCATION

CLASSIFICATION:  Academic Level B

FRACTION:  Full Time

EFFECTIVE DATE:  1 December 2014

INCUMBENT:  ________________________________________________________________
SIGNATURE  ____________________________DATE _______________________

CHIEF EXECUTIVE OFFICER:  ________________________________________________
TITLE:  ____________________________DATE _______________________
SIGNATURE  ____________________________DATE _______________________

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ORGANISATIONAL CONTEXT:

The Victorian Institute of Technology is a dual sector education provider committed to providing students with the best possible educational opportunities and outcomes appropriate to their needs. The Institute strives to imbue students with the knowledge skills and abilities to become creative, self-motivated professionals with both specialist knowledge and high skill levels in their chosen area of work.

A Lecturer Higher Education reports to the relevant Dean and has responsibility for the delivery of units within the higher education programs offered by VIT. Lecturers are expected to be involved in scholarship within their discipline.

KEY RESULTS AREAS AND RESPONSIBILITIES:

1. Compliance and record keeping

- Responsible for ensuring units allocated to them are taught and assessed in accordance with the curriculum accredited by TEQSA
- Maintain relevant unit assessment guides and all relevant documentation
- Maintain and update the following records on a regular basis:
  - Assessment guides for units in which they teach
  - Regular evaluation of Learning and Assessment and consequent reports to the Dean
  - Continuous Improvement Process and Data record keeping
  - Ensure Student feedback is administered for every term
  - Collate staff feedback and submit to Dean
  - Student counselling
  - Staff Induction
  - Records of Student Academic Progress Monitoring forms
  - Records of personal research, professional development and other scholarly activity
- To participate in the administration of the programs and other activities as requested by the Dean.

2. Teaching and Learning

- Design, develop and deliver high quality learning and assessment that is consistent with the accredited curriculum and with relevant vendor certification and standards
- Recommend on the further development of curriculum as a result of evaluation and discipline expertise
- Engage with colleagues in a reflective culture that values the scholarship of teaching and learning
- To participate in seminars aimed at sharing teaching and learning expertise and scholarship outcomes and building collaboration across the Institute
3. Students

- Assist in the timely and effective induction of all new students
- Participate in the provision of support and assistance for all learning and assessment related student matters
- Maintain student records
- To provide pastoral care and support to students
- To provide other assistance as requested by the Dean

4. Staff management

- Manage the overall work flow within unit(s) so that teaching and assessment occurs in an efficient and effective manner
- Provide clear and timely direction, advice and appropriate professional and scholarly development for any staff reporting to this position
- Participate in the selection for appointment appropriate new teaching personnel and the effective induction program for each
- Ensure subordinate teaching personnel mark all individual student assessments and submit results
- Ensure self and subordinate staff submit assessment results in a timely manner
- Other staff management tasks, consistent with undertaking the role of Lecturer, as requested by the Dean

5. Scholarly and Industry Engagement

- Maintain an effective engagement with a relevant professional body and with industry personnel
- Maintain an appropriate level of scholarly engagement.
KEY SELECTION CRITERIA:

1. Primary Skills

- Demonstrated teaching skills and enthusiasm for educating international students in higher education
- Highly developed interpersonal communication skills and the ability to engage students and ensure the delivery of high quality education programs
- Some experience in curriculum planning and content delivery and assessment in the field of information technology
- A record or demonstration of scholarly engagement in information technology
- Capacity for making fair, consistent and equitable decisions

2. Knowledge

- Understanding of higher education
- Proven administrative and organizational skills
- Clear understanding of the perspectives and aspirations of students and staff
- Awareness of and respect for foreign cultures

3. Experience

- Substantial experience within higher education and information technology
- Demonstrated ability to work in a team environment
- Experience in dealing with international students

4. Other attributes

- Belief in the primary importance of education to human endeavour
- Commitment to achieving shared goals

OTHER JOB RELATED INFORMATION:

1. Qualifications required

- Normally a PhD or substantial progress to a PhD Minimum
- A teaching qualification Preferred

2. Experience normally required
- Minimum five years higher education experience
- Experience in Scholarship or Research
- Industry experience

**VIT JOB DESCRIPTION**

**Title:** Lecturer  
**Department:** Higher Education – Bachelor of Information Technology and Systems  
**Reports to:** Dean  
**Classification:** Lecturer

**Main purpose of the job:**
To carry out teaching, research and program related administration in the area of Information Technology and Systems

**Main duties and responsibilities:**

1. To teach at undergraduate level in areas allocated by the Dean and reviewed from time to time by the Dean.
2. To undertake scholarship (which may include research), in line with personal objectives agreed with the Dean.
3. To engage with the broader scholarly and professional communities and with Industry.
4. To contribute to the development, planning and implementation of a high quality curriculum.
5. To assist in the development of learning materials, preparing schemes of work and maintaining records to monitor student progress, achievement and attendance.
6. To participate in seminars aimed at sharing teaching and learning expertise and building collaboration across the Institute.
7. To participate in the development, administration and marking of exams and other assessments.
8. To provide pastoral care and support to students.
9. To participate in the administration of the programs and other activities as requested.
10. To contribute to Institute wide working groups or committees as requested.
11. To maintain personal continuing professional development.
12. To actively follow and promote Institute policies,
13. To maintain an awareness and observation of OH&S regulations.

**PERSON SPECIFICATION**

The person appointed is likely to have the skills and experience listed below.

1. **Knowledge**

   Essential: Strong academic achievement in the Information Technology discipline combined with a broad subject background enabling a diverse contribution to the teaching program.
2. Skills

Essential: Excellent interpersonal, oral and written communication skills. Proven record of ability to conduct research which is reflected in publications, or other research outputs, in the area of Information Technology.

Desirable: Proven record of ability to manage time and work to strict deadlines. Evidence or demonstration of ability to teach and to supervise academic work at the undergraduate level.

3. Aptitude

Essential: Ability to work collaboratively

4. Qualifications

Essential: PhD or equivalent experience as deemed by VIT
Desirable: Membership of a relevant professional organisation

5. Previous Experience

Essential: Teaching in information technology

6. Personal Qualities

Essential: Commitment to academic scholarship. Commitment to high quality teaching and fostering a positive learning environment for students. Commitment to continuous professional development. Commitment to public communication. Commitment to the Institute’s policy of equal opportunity and the ability to work harmoniously with colleagues and students of all cultures and backgrounds.