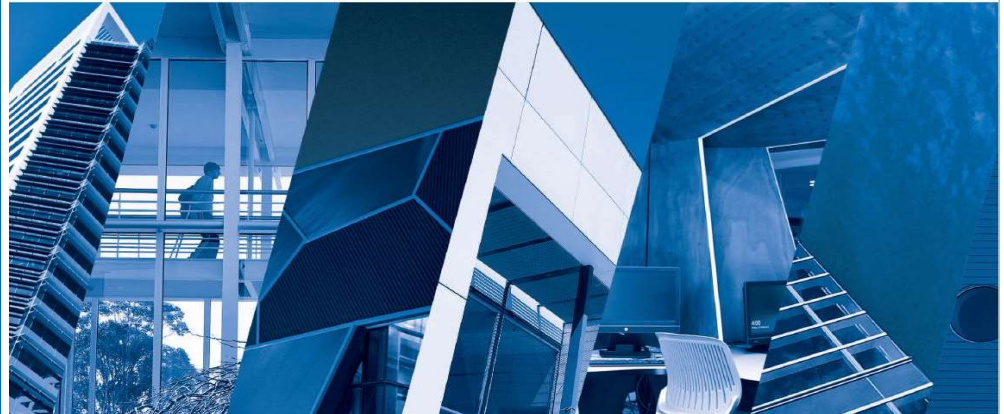


Position Description



Position title:	Lecturer/Senior Lecturer , Vocational Education and Training (VET)
School/Section/VCO:	School of Education
Campus:	Mt Helen Campus. Travel between campuses may be required.
Classification:	Academic Level B or Academic Level C
Time fraction:	Full time
Employment mode:	Continuing employment
Probationary period:	This appointment is offered subject to the successful completion of a probationary period.
Further information from:	Professor Claire McLachlan, Dean – School of Education Telephone: (03) 5327 6269 E-mail: c.mclachlan@federation.edu.au
Recruitment number:	849909

Background

This position will primarily contribute to teaching, research and service in the School of Education in the field of Vocational Education and Training teacher education. The School currently offers an Associate Degree in Vocational Education and Training (VET) and an Undergraduate Certificate in VET, which are taught online with workshops in a range of regional and/or metropolitan locations. In addition, candidates may contribute to other degrees in the School of Education, as appropriate. Supervision of postgraduate students may also be required.

Position summary

The Lecturer/Senior Lecturer, Vocational Education and Training (VET) will be expected to:

For appointment at Level B:

- contribute to the development and delivery of courses at undergraduate and postgraduate levels;
- contribute to the School's research program; and
- contribute to the School's administrative functions.

Position Description

Senior Lecturer, Vocational Education and Training (VET)

For appointment at Level C:

- contribute to the development and delivery of courses at undergraduate and postgraduate levels;
- contribute to the School's research program by participating in and leading research activities and developing or maintaining an active research profile; and
- contribute to the School's administrative functions.

Key responsibilities

For appointment at Level B

1. Develop, teach, coordinate and moderate courses in Vocational Education and Training (VET) teacher education at undergraduate and postgraduate levels.
2. Undertake teaching and assessment of undergraduate and postgraduate students within the area of Vocational Education and Training (VET).
3. Undertake research activities.
4. Supervise students undertaking project courses and honours programs.
5. Supervise students undertaking project courses and research by higher degrees, where qualifications are appropriate.
6. Participate in team projects and various committees as required.
7. Contribute to the administrative functions of the School.
8. Other responsibilities applicable to a Level B academic under current minimum standards for Academic Levels, as assigned by the Dean and Deputy Dean.

For appointment at Level C:

1. Provide leadership in developing, teaching, coordinating, and moderating courses in Vocational Education and Training (VET) teacher education at undergraduate and postgraduate levels.
2. Undertake teaching and assessment of undergraduate and postgraduate students within the area of Vocational Education and Training (VET).
3. Supervise students undertaking project courses and research by higher degrees.
4. Making a significant contribution to research activity within the School.
5. Participate in team projects and various committee meetings as required.
6. Contribute significantly to the administrative functions of the School undertaking and overseeing broad administrative functions within the School.
7. Other responsibilities applicable to a Level C academic under current minimum standards for Academic Levels, as assigned by the Dean and Deputy Dean.

For appointment at both levels:

8. Reflect and embed the University's strategic purpose, priorities and goals when exercising the responsibilities of this position. For a more complete understanding and further information please access the Strategic Plan at: <https://federation.edu.au/about-us/our-university/strategic-plan>.
9. Undertake the responsibilities of the position adhering to:
 - The Staff and Child Safe Codes of Conduct and Conflict of Interest Policy and Procedure;
 - Equal Opportunity and anti-discrimination legislation and requirements;
 - the requirements for the inclusion of people with disabilities in work and study;
 - Occupational Health and Safety (OH&S) legislation and requirements; and
 - Public Records Office of Victoria (PROV) legislation.

Position Description

Senior Lecturer, Vocational Education and Training (VET)

Level of responsibility

For appointment at Level B

The Lecturer, Vocational Education and Training (VET) will work independently in the conduct of teaching and research activities and be an active contributor to administrative functions within the School.

For appointment at Level C:

The Senior Lecturer, Vocational Education and Training (VET) will be expected to work independently in the conduct of teaching and research activities and assume a leadership role within the School in one or more of the areas of teaching, research and administration.

Training and qualifications

For appointment at Level B:

A master's degree with a significant research component, or have completed four years of tertiary study or equivalent qualifications and experience in vocational education and training (VET), adult education or similar, and may be required to hold a relevant higher degree.

For appointment at Level C:

A relevant doctoral qualification or a postgraduate degree in vocational education and training (VET), adult education or similar, with significant experience in, and knowledge of, Vocational Education and Training.

For appointment at both levels:

The Lecturer, Vocational Education and Training (VET) will also have completed the Graduate Certificate in Education (Tertiary Teaching) or an equivalent qualification. If the Lecturer, Vocational Education and Training (VET) does not hold this qualification, they will be required to complete the qualification through the University's Centre for Learning Innovation and Professional Practice upon commencement of their employment (for further information, go to: <https://federation.edu.au/staff/learning-and-teaching/professional-development/award-programs/graduate-certificate-in-education-tertiary-teaching-gcett>).

Position/Organisational relationships

For appointment at Level B:

The Lecturer, Vocational Education and Training (VET) will work under the broad direction of the Dean and Deputy Dean, and work as part of the School's team of academic and administrative staff.

For appointment at Level C:

The Senior Lecturer, Vocational Education and Training (VET) will work under the broad direction of the Dean and Deputy Dean, and work as part of the School's team of academic and administrative staff.

Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following key selection criteria:

For appointment at Level B:

1. A master's degree with a significant research component, or have completed four years of tertiary study or equivalent qualifications and experience in vocational education and training (VET), adult education or similar, and may be required to hold a relevant higher degree.

Position Description

Senior Lecturer, Vocational Education and Training (VET)

2. Graduate Certificate in Education (Tertiary Teaching) or equivalent or willingness and commitment to complete this qualification upon commencement of employment.
3. Commitment to scholarship and a potential for academic advancement.
4. Demonstrated commitment to and enthusiasm for teaching, and a good teaching record.
5. Previous relevant experience in administration, including the administration of courses or equivalent.
6. Evidence of research expertise and a demonstrated capacity and preparedness to achieve an active research profile in the field of Vocational Education and Training (VET).
7. Experience in, and knowledge of, the VET sector.
8. Evidence of an ability to work collegially.
9. Demonstrated interpersonal, oral and written communications skills and an ability to relate well to students and other University staff.
10. A capacity to contribute to the supervision of postgraduate students.
11. Demonstrated ability to develop and implement a student-centered approach with a focus on student educational experience and success.

For appointment at Level C:

1. A relevant doctoral qualification or a postgraduate degree in vocational education and training (VET), adult education or similar, with significant experience in, and knowledge of, Vocational Education and Training.
2. Graduate Certificate in Education (Tertiary Teaching) or equivalent or willingness and commitment to complete this qualification upon commencement of employment.
3. Demonstrated commitment to and enthusiasm for teaching and learning, and a good teaching record.
4. Demonstrated record of research in VET or a related field.
5. Demonstrated capacity to supervise postgraduate students, if qualifications are appropriate.
6. Capacity to work independently, as well as part of a team.
7. Organisational and administrative abilities necessary for the construction, coordination and administration of courses.
8. Substantial experience in, and knowledge of, the VET sector.
9. Excellent interpersonal, oral and written communications skills and an ability to relate well to students and other University staff.
10. Demonstrated commitment and ability to develop and implement a student-centred approach to teaching with a focus on student success, including the ability to monitor student success initiatives.

For appointment at both levels

1. Knowledge and understanding of the needs, including learning needs, of a diverse range of students, including those with disabilities.
2. Demonstrated alignment with the University's commitment to child safety.

The University reserves the right to invite applications and to make no appointment.

Position Description

Senior Lecturer, Vocational Education and Training (VET)

Key Minimum Standards for Academic Levels (MSALs)

Teaching and research academic staff

Level B

A Level B academic will undertake independent teaching and research in his or her discipline or related area. In research and/or scholarship and/or teaching a Level B academic will make an independent contribution through professional practice and expertise, and coordinate and/or lead the activities of other staff, as appropriate to the discipline.

A Level B academic will normally contribute to teaching at undergraduate and postgraduate level, engage in independent scholarship and/or research and/or professional activities appropriate to his or her profession or discipline. He or she will normally undertake administration primarily relating to his or her activities at the institution and may be required to perform the full academic responsibilities of and related administration for the coordination of an award program of the institution.

The standards are not exhaustive of all tasks in academic employment, which is by its nature multi-skilled and involves an overlap of duties between levels.

Level C

A Level C academic will make a significant contribution to the discipline at the national level. In research and/or scholarship and/or teaching he or she will make original contributions, which expand knowledge or practice in his or her discipline.

A Level C academic will normally make a significant contribution to research and/or scholarship and/or teaching and administration activities of an organisational unit or an interdisciplinary area at undergraduate, honours and postgraduate level. He or she will normally play a major role or provide a significant degree of leadership in scholarly, research and/or professional activities relevant to the profession, discipline and/or community and may be required to perform the full academic responsibilities of and related administration for the co-ordination of a large award program or a number of smaller award programs of the institution.

The standards are not exhaustive of all tasks in academic employment, which is by its nature multi-skilled and involves an overlap of duties between levels.

Federation University Australia
Union Enterprise Agreement
2019–2021
Academic and General Staff Employees