

A Career that **CHANGES LIVES**

POSITION DESCRIPTION



Teacher Tertiary Education Division

You will:

Develop and deliver quality learning services to a wide range of students through:

- Outcome focused vocational education and training programs.
- Linking with industry, schools, other universities, other TAFE and VET providers.
- Maintaining currency with industry practices, workplace delivery and contemporary teaching methodologies and philosophies.
- Working in an environment of change and continuous improvement.

You are responsible for:

- Developing and delivering teaching and learning programs for classroom, industry, distance and web-based clients.
- Developing effective working relationships with students, client groups and University staff by participating in meetings, industry reference groups, student events and University forums.
- Using flexible, blended and distributed learning techniques, options and products for innovative delivery and assessment solutions to meet the changing needs of various client groups.
- Contributing to the review, development and implementation of training packages/syllabus, course content and teaching and learning resources.
- Coordinating and participating in quality improvement activities including student evaluations, assessment instruments and internal systems to meet audit, legislative and industry requirements.
- Maintaining a high level of quality in the performance of all duties, ensuring adherence to the quality systems documentation and continually seeking improvements in the way in which work is undertaken.
- Participating in the coordination of teaching programs, marketing activities and strategies, administration of teaching resources and associated record keeping in accordance with compliance requirements.
- Driving a compliant approach by working within the frameworks associated with Vocational Education and Training including:
 - the VET policy context
 - the Standards for Registered Training Organisations (RTO)
 - the Further Education and Training Act and
 - the Pre-qualified Supplier contracts
- Undertaking a range of administrative functions, the majority of which are connected to the courses in which the teaching staff deliver, including but not limited to taking responsibility for administrative duties associated with development/delivery of courses, entering participation and results, students management, and continuous improvement of course delivery.



Selection Criteria

Knowledge and Education	Skills and Experience
Essential - Knowledge of the education and training sector and the ability to positively respond to new directions and demands of the training market. - Possession of relevant vocational qualification/s at the level equivalent to or higher than the level to be delivered: industry qualification (certificate, trade certificate, diploma, degree or masters). - A Certificate IV in Training and Assessment, or a Diploma or higher level qualification in adult education, or equivalent.	Essential - Demonstrated capacity for best practice in the management of teaching and learning activities including delivery, assessment and evaluation. - Working effectively as a team member, with demonstrated capacity for leadership and self-management and an ability to accept, promote and manage change. - Commitment to professional and self-development with a focus on qualifications/skills update and contemporary industry practices including safe, equitable and anti-discriminatory work practices. - Using well developed interpersonal and communication skills to deliver flexible, responsive and quality client service. - Demonstrated current industry skills directly relevant to the training/assessment being undertaken.
Critical capabilities	Motivational and Job Fit Factors
Achieves results - Demonstrates resilience by adapting to new situations. Engages and connects - Maintains industry networks and connections to the advantage of the University. Personal drive and integrity - Seeks out opportunities for personal and professional development and additional responsibility in order to learn new skills and grow. Shapes the future - Understands the contribution of operational actions to the strategic goals. Communicates with influence - Uses appropriate, unambiguous language to communicate key points.	This position would suit someone who gains job satisfaction from: - Diversity in the workforce. - Collaborating and cooperating with other departments to achieve positive business outcomes. - Continuously improving and exploring new ways to do their job successfully. - Striving to understand and meet customer expectations and satisfaction. - Increasing knowledge and skill when circumstances call for additional learning. - Achieving practical results and performing work that results in concrete outputs or outcomes.

Other job requirements

- You may be required to work across all CQUniversity locations.
- Travel and overnight absences from your base location may be required.
- You will be actively supported as an individual and will have access to a range of flexible work options, an employee assistance program and learning and development opportunities.
- Progression beyond Teacher Step 4, will only occur if an approved teaching qualification has been obtained.