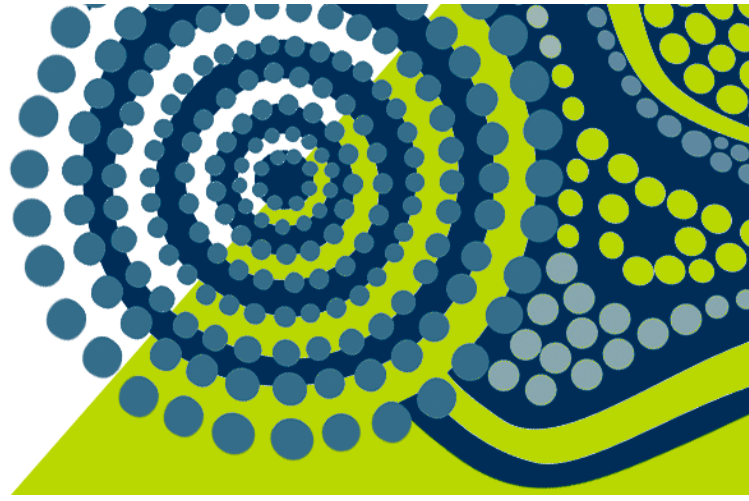




## Lecturer – Academic B School of Health, Medical and Applied Sciences

*(To be read in conjunction with the Lecturer Level B Position Description contained within the current [Enterprise Agreement](#)).*

### **You will:**

Make contributions to the teaching effort of the School and carry out activities to maintain and develop your scholarly, research and/or professional activities relevant to the profession or discipline. You will perform assigned teaching duties with students on and off campus with a standard of planning, preparation, presentation and assessment as necessary for students to achieve unit and course objectives.

You may also teach into vocational education and training (VET) units, provided that you hold the qualifications and experience that meet the minimum requirements of a Registered Training Organisation (RTO) as outlined in the relevant government Standards.

### **You are responsible for:**

- Conducting tutorials, practical classes, demonstrations, student field excursions, clinical/studio sessions, workshops, and/or residential schools.
- Initiation and development of unit material.
- Acting as a unit coordinator.
- Preparing and delivering lectures and seminars.
- Supervision of the course of study of honours students or of postgraduate students engaged in unit work.
- Supervision of honours or postgraduate research projects.
- Conducting research (either individually or within a larger project as appropriate to the academic's abilities).
- Involvement in professional activity.
- Developing unit material with appropriate advice from and support of more senior staff.
- Marking and assessment.
- Consultation with students.
- A range of administrative functions, the majority of which are connected with the units in which the academic teaches.
- Attending school and/or division meetings and/or membership of a number of committees.

**If you are a supervisor, you are responsible for:**

- Providing mentoring, guidance and career planning for your staff and ensuring staff have access to appropriate professional development activities.
- Undertaking probationary and performance management processes ensuring you have regular conversations with your staff and provide real-time, positive and constructive feedback to empower staff to continually improve and enhance staff and team performance.
- Understanding your responsibilities associated with approving staff leave and ensuring leave is approved in line with operational requirements.
- Allocating and monitoring workload and address associated issues in a timely manner.
- Ensuring new staff participate in the university's induction program and providing a localised work area orientation.
- Developing mechanisms to promote staff recognition.

## SELECTION CRITERIA

| Knowledge and Education                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Skills and Experience                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Relevant postgraduate qualification or equivalent in the discipline area.</li> <li>• Teaching qualification or willingness to undertake a Graduate Certificate in Tertiary Teaching / Education.</li> <li>• Understanding of current professional and educational issues in the domain.</li> <li>• Proven record in scholarship and/or excellence in research, including peer-reviewed publications in international/national journals of high repute and successful research grant applications.</li> <li>• Willingness to obtain, if required, a qualification in adult education in order to meet the minimum requirements of a Registered Training Organisation as outlined in the relevant government Standards, e.g., Certificate IV in Training and Assessment, or a Diploma or higher level qualification in adult education (e.g., Bachelor or Graduate Certificate in Tertiary and Adult Education).</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Relevant PhD or working towards a PhD, or equivalent in a relevant discipline area.</li> </ul> | <p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Demonstrated ability to engage in research areas of research strength and a willingness to engage in sourcing and obtaining external grants and contracts.</li> <li>• Demonstrated ability to teach and supervise undergraduate and postgraduate University students with experience engaging with tertiary students and supporting their educational development through multi-modal delivery strategies.</li> <li>• Demonstrated ability to make a positive contribution to a team culture, through effective communication and interpersonal skills.</li> <li>• Proven ability to contribute to curriculum development, writing and evaluation, particularly using flexible modes of delivery.</li> <li>• Demonstrated capacity to engage and network effectively with industry and community partners and stakeholders.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Demonstrated ability to successfully teach using flexible and/or online delivery modes.</li> <li>• Ability and preparedness to participate in school and wide administrative duties.</li> <li>• Experience of communication with popular media.</li> </ul> |
| Critical capabilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Motivational and Job Fit Factors                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <p><b>Achieves results</b></p> <ul style="list-style-type: none"> <li>• Uses own expertise and seeks others' expertise to achieve team and division goals.</li> </ul> <p><b>Engages and connects</b></p> <ul style="list-style-type: none"> <li>• Creates an environment that encourages regular open dialogue and flow of ideas.</li> </ul> <p><b>Personal drive and integrity</b></p> <ul style="list-style-type: none"> <li>• Takes responsibility for results and commits to continuous improvements.</li> </ul> <p><b>Shapes the future</b></p> <ul style="list-style-type: none"> <li>• Challenges existing approaches and practices and makes strategic suggestions for improvement.</li> </ul> <p><b>Communicates with influence</b></p> <ul style="list-style-type: none"> <li>• Recognises the need to adapt style and delivery according to the situation.</li> </ul>                                                                                                                                                                                                                                                                           | <p>This position would suit someone who gains job satisfaction from:</p> <ul style="list-style-type: none"> <li>• Diversity in the workforce.</li> <li>• Collaborating and cooperating with other departments to achieve positive business outcomes.</li> <li>• Continuously improving and exploring new ways to do their job successfully.</li> <li>• Striving to understand and meet customer expectations and satisfaction.</li> <li>• Achieving practical results and performing work that results in concrete outputs or outcomes.</li> <li>• Having intellectual and robust discussions, continual education, professional development and idea exchange.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

## OTHER JOB REQUIREMENTS

- CQUniversity is committed to the improvement of employment outcomes for Aboriginal and Torres Strait Islander people. The aim of our First Nations Workforce Strategy 2020-2025 is to address the under-representation of Aboriginal and Torres Strait Islander people across all CQUniversity campuses. It is therefore a welfare measure under section 104 of the *Anti-Discrimination Act 1991* that the incumbent of this position is Aboriginal or Torres Strait Islander.

Aboriginal and Torres Strait Island means a person who:

- (a) identifies as an Aboriginal and/or Torres Strait Islander person, and
  - (b) is of Aboriginal and/or Torres Strait Islander descent, and
  - (c) is accepted as an Aboriginal and/or Torres Strait Islander person by the Aboriginal and/or Torres Strait Islander community in which he or she lives.
- The role is located within a CQUniversity campus and will respect and adhere to the guiding principles and objectives of that campus.