

A Career that **CHANGES LIVES**

POSITION DESCRIPTION



Associate Lecturer – ALC (Maths and Literacy) – Academic A School of Access Education

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

You will:

Make contributions to the teaching efforts of the School at all Australian Qualification Framework (AQF) levels, particularly at vocational level 1 – 5 and carry out activities which develop your scholarly, research and/or professional expertise 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 will teach 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. If you do not hold the required trainer and assessor qualifications, you will attain the necessary qualifications within a reasonable timeframe to meet the business needs of this position.

You are responsible for:

- Conducting tutorials, practical classes, demonstrations, workshops, student field excursions, clinical sessions and/or studio sessions.
- Preparing and delivering lectures and seminars provided that skills and experience demonstrate this capacity.
- Conducting research (either individually or within a larger project as appropriate to the academic's abilities).
- Being involved in professional activity.
- Consultation with students.
- Marking and assessment primarily connected with units in which the academic teaches.
- Production of teaching materials for students for whom the academic has responsibility and in support of other teaching areas when required.
- Development of unit material with appropriate guidance from the unit or course coordinator.
- Administrative functions primarily connected with units in which the academic teaches or is supporting. For Vocational Education and Training, this includes entering participation and results according to current policy and procedure.
- Unit coordination, provided that skills and experience demonstrate this capacity. For undergraduate and graduate diploma level, this is at or above Step 6.
- Attending school and/or division unit meetings and/or membership of a limited number of committees as approved.
- In addition, specific to Vocational Education and Training:
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.

Selection Criteria

Knowledge and Education	Skills and Experience
Essential • Knowledge and commitment to the principles of adult learning and lifelong learning. • Demonstrated success in math teaching with a sound knowledge of the follow principles providing academic support whilst illustrating a student focused approach to delivery: Fundamentals of mathematics including algebra and transposition, including but not limited to: – Unit conversions – Trigonometry – Rate calculations – Stoichiometric volumes • Demonstrated success in literacy teaching and communication skills including sound knowledge of the appropriate pedagogical frameworks to teach concepts to students of differing levels and abilities, whilst illustrating a student focused approach to delivery. • Completed a Bachelor Degree (four years of tertiary study) in the relevant discipline with industry or professional experience. • Graduate Certificate in Tertiary Teaching/Education or equivalent (or a willingness to complete one). • Possession of relevant vocational qualification/s at the level equivalent to or higher than the level to be delivered or be able to map your current qualifications to the level you will be delivering to. • Familiar with University standards and academic writing, including how to research, write and reference assignments. • Detailed knowledge and proficiency to effectively operate University operating systems, for example Finance One and Moodle and business support software including word processing, spreadsheeting, database systems and email. • Possession of 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). Desirable • Honours Degree or higher qualification in the relevant discipline, an extended professional degree, or a three year degree with a postgraduate diploma.	Essential • Demonstrated ability to deliver quality innovative courses and units using a range of learning and teaching styles including flexible learning and multi-campus delivery modes. • Demonstrated ability to make a positive contribution to a team culture, through effective communication and interpersonal skills. • Demonstrated ability to teach and supervise undergraduate University students. Desirable • Capacity to conduct research and contribute to the scholarly output of the School. • Experience in curriculum development.

Critical capabilities	Motivational and Job Fit Factors
Achieves results • Demonstrates resilience by adapting to new situations. Engages and connects • Develops good relationships and cooperation in the team and with other colleagues to achieve team performance. Personal drive and integrity • Takes the initiative required to meet goals and progress work. Shapes the future • Understands the contribution of operational actions to the strategic goals. Communicates with influence • Adapts communication style and approach to different people/ audiences.	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. • Inspiring and guiding others and gaining acceptance of ideas and plans. • Having intellectual and robust discussions, continual education, professional development and idea exchange.

Other job requirements

- The Level A Academic role is located within a CQUniversity campus and as such will respect and adhere to the guiding principles and objectives of that campus.