



Lecturer in Paramedic Science – 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 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.

Selection Criteria

Knowledge and Education	Skills and Experience
Essential • Hold a postgraduate qualification in paramedical sciences. • Knowledge of the scope of practice of paramedics which contributes to the development of the curriculum, teaching and assessment. • Teaching qualification or willingness to undertake a Graduate Certificate in Tertiary Teaching / Education. • Understanding of current professional and educational issues in the domain. Desirable • Relevant PhD or working towards a PhD, or equivalent in a relevant discipline area. • Registration with relevant professional body. • Qualifications and experience in Primary Healthcare.	Essential • Demonstrated ability to engage in research areas of research strength. • Demonstrated ability to teach and supervise undergraduate and postgraduate University paramedical science students. • Demonstrated capacity to engage and network effectively with industry and community partners and stakeholders. • Demonstrated ability to make a positive contribution to a team culture, through effective communication and interpersonal skills. • Proven ability to contribute to curriculum development, writing and evaluation, particularly using flexible modes of delivery. Desirable • Demonstrated ability to successfully teach using flexible and/or online delivery modes. • Experience in the development and delivery of low to high fidelity clinical simulation. • Willingness to engage in sourcing and obtaining external grants and contracts. • Experience of communication with popular media.
Critical capabilities	Motivational and Job Fit Factors
Achieves results • Uses own expertise and seeks others' expertise to achieve team and division goals. Engages and connects • Takes active responsibility for own and others professional and career development and knowledge. Personal drive and integrity • Shares knowledge, experience and expertise with the team. Shapes the future • Scans the horizons and stimulates discussion and the future. Communicates with influence • Communicates complex technical/ specialist information in a way that can be understood.	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 Seeking new opportunities, taking risks and initiating new ventures. • Gaining formal recognition for their accomplishments. • Having high responsibility and accountability for completing tasks. • Having intellectual and robust discussions, continual education, professional development and idea exchange. • Planning for long term success through careful planning and well-established strategic direction.

Other job requirements

- The role is located within a CQUniversity campus and will respect and adhere to the guiding principles and objectives of that campus.
- Applicants invited for interview will be expected to do a presentation in conjunction with the selection interview process.



Senior Lecturer in Paramedic Science – Academic C School of Health, Medical and Applied Sciences

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

You will:

Make significant contributions to the teaching effort of a school, division or other organisational unit or to an interdisciplinary area. You will be expected to play a major role in scholarship, research and/or professional activities. 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 be involved in the critical evaluation of the operation of the teaching courses and communicate such evaluations to the relevant Dean / Head as appropriate.

You are responsible for:

- As a member of the academic team, leading and participating in the delivery of foundation and profession-focussed units across multiple campuses.
- Conducting tutorials, practical classes, demonstrations, workshops, student field excursions, clinical sessions and/or studio sessions.
- Initiation and development of unit material.
- Unit coordination.
- The preparation and delivery of 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.
- A significant role in research projects including, where appropriate, leadership of a research team.
- Involvement in professional activity.
- Marking and assessment.
- Attendance at Department meetings and are to undertake a major role in planning or committee work.

Selection Criteria

Knowledge and Education	Skills and Experience
Essential • Hold a postgraduate qualification in paramedicine. This will require a doctoral qualification or equivalent accreditation and standing relevant to the discipline. • Knowledge of the scope of practice of paramedics which contributes to the development of the curriculum, teaching and assessment. Desirable • Registration with relevant professional body. • Qualifications and experience in critical care or primary healthcare paramedic practice.	Essential • Demonstrated ability to engage in research in areas of research strength. • Demonstrated ability to teach and supervise undergraduate and postgraduate University paramedic science students. • Demonstrated ability and willingness to take a team leadership role, and mentor junior academic staff. • Demonstrated capacity to engage and network effectively with industry and community partners and stakeholders. • Ability to teach using flexible delivery systems. • Experience in the development and delivery of low to high fidelity clinical simulation. • Experience in curriculum development. Desirable • Proven ability to lead research projects, supervise research students and win competitive grants. • Willingness to engage in sourcing and obtaining external grants and contracts.
Critical capabilities	Motivational and Job Fit Factors
Achieves results • Uses own expertise and seeks others' expertise to achieve team and division goals. Engages and connects • Takes active responsibility for own and others professional and career development and knowledge. Personal drive and integrity • Shares knowledge, experience and expertise with the team. Shapes the future • Scans the horizons and stimulates discussion and the future. Communicates with influence • Communicates complex technical/ specialist information in a way that can be understood.	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. • Having intellectual and robust discussions, continual education, professional development and idea exchange. • Planning for long term success through careful planning and well-established strategic direction.

Other job requirements

- The role is located within a CQUniversity's campus and will respect and adhere to the guiding principles and objectives of that campus.
- Applicants invited for interview will be expected to do a presentation in conjunction with the selection interview process.



POSITION DESCRIPTION

ROLE STATEMENT

Head of Course

Tertiary Education Division

You will:

Provide educational leadership and oversight of all aspects of the course/s that you have been allocated. Be responsible for the alignment of learning outcomes, learning activities and assessment of the course/s to ensure appropriate development of discipline-specific knowledge, skills and attributes across the curriculum.

You are responsible for:

- Leading strategic and pedagogical development and quality enhancement in the allocated course/s to ensure a high-quality learning experience.
- Ensure the quality, content, and horizontal and vertical alignment of the curriculum and its delivery and assessment for the course/s.
- Leading the development, embedding and monitoring learning outcomes and graduate attributes within the course/s.
- Refining and approving unit profiles/student plans, in collaboration with Unit Leads, and where appropriate, with College Leadership.
- Providing expert educational advice and guidance to support staff on inherent and course requirements to be communicated to commencing and current students.
- Working with the College Leadership team to ensure the course/s meet all internal and external accreditation and regulatory requirements, including course reviews and audits.
- Monitoring and advising on issues such as academic appeals, review of grades, units of study for individual students, recognised prior learning and advanced standing, including liaison with Course Advisers as necessary.
- Collaborate with the College Leadership team to maintain links with graduates, their employers and industry to ensure course remains industry relevant and adequately prepares graduates for future careers.
- Engage with internal and external stakeholders to identify and develop new course concepts relevant to the course area in collaboration with the Head of College and Deputy Dean (Learning and Teaching).
- Collaborate with Deputy Dean (Learning and Teaching) and College Leadership to effectively manage and resolve emerging challenges and issues for students and courses.
- Form relationships with other institutions in order to facilitate scholarly activity and benchmarking.
- Lead external benchmarking of the course, including review of student success data, unit content, teaching techniques, assessment methods and grading of students' achievement of learning outcomes.
- Advising the College leadership team on workload, budgetary and resource allocations, as required, including allocation of teaching staff to units within the allocated course.

As 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
Essential - Be cognisant of the requirements of the TEQSA Higher Education Standards Framework, or Australian Skills Quality Authority (ASQA) and other relevant external reference points, including the Australian Qualifications Framework and its qualifications pathways policy. - Demonstrate a strong awareness of the University and School, teaching and learning plans, policies and procedures. - Possess qualifications and experience of a Level C Academic, or above, or a Leading Vocational Teacher as detailed in the current Enterprise Agreement.	Essential - Have a capacity to analyse and evaluate curriculum content for quality, viability, relevance, suitability, and currency. - Demonstrate an ability to effectively lead a team and to participate in team meetings to enhance the quality of the service/s and associated course/s. - Possess academic/educational integrity and excellent organisational skills. - Demonstrate appropriate high-level skills including the use of learning management systems, spreadsheets and word-processing. - Exhibit excellent communication and interpersonal skills with an ability to foster a scholarly and cooperative teaching and learning environment.
Critical capabilities	Motivational and Job Fit Factors
Achieves results - Positively influences decisions that have a longer term or strategic focus. Engages and connects - Gains commitment from staff, students, clients and stakeholders by consulting and involving them. Personal drive and integrity - Takes responsibility for results and commits to continuous improvements. Shapes the future - Translates the strategic vision into achievable actions. Communicates with influence - Negotiates with clear understandings of objectives and associated strengths and weakness to reach a desired outcome.	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. - Working on demanding tasks requiring substantial effort and commitment. - Having high responsibility and accountability for completing tasks.

Other job requirements

- The Head of Course position must be filled by a continuing or fixed-term contract staff member only.
- The Head of Course will be an Academic Level C or above (for higher education courses) or Lead Vocational Teacher or above (for VET courses)
- Academic staff and VET Educators undertaking the Head of Course role who are not substantively an Academic Level C or higher or a Lead Vocational Teacher will be paid a responsibility allowance equating to the difference between their substantive salary and Academic Level C, Step 1 or Leading Vocational Teacher Step 3.
- Annual review of performance will be undertaken as part of the PEP process.
- A weekly time allocation depending on complexity of and student numbers in the course