

## POSITION DESCRIPTION

<b>Title</b>	<b>LECTURER/SENIOR LECTURER – INFORMATION TECHNOLOGY</b>
<b>Department</b>	Higher Education
<b>Reports to</b>	Dean/HE Academic Co-Ordinator
<b>Classification</b>	Academic Level B/C

The Victorian Institute of Technology is a dual sector education provider committed to providing students with the best possible educational opportunities and outcomes appropriate to their needs. The Institute strives to imbue students with the knowledge skills and abilities to become creative, self-motivated professionals with both specialist knowledge and high skill levels in their chosen area of work.

The appointees will report to the relevant Dean/Higher Education Coordinator and have responsibility for the delivery of units within the higher education programs offered by VIT.

### Main purpose of the job:

Carry out teaching, unit development, program related administration and research in the area of Information Technology.

### Main duties and responsibilities:

#### Lecturer/Senior Lecturer

1. Teach Higher Education courses (at undergraduate and postgraduate levels in the IT discipline) allocated by the Dean and reviewed from time to time by the Dean.
2. Prepare and update learning materials based on unit design specifications.
3. Participate in the development, administration and marking of exams and other assessments.
4. Participate in the administration of the programs and other activities as requested.
5. Contribute to the development, planning and implementation of a high-quality curriculum.
6. Prepare schemes of work and maintaining records to monitor student progress, achievement and attendance.
7. Undertake scholarship (which may include research), in line with personal objectives agreed with the Dean.
8. Engage with the broader scholarly and professional communities and with Industry.

9. Participate in seminars aimed at sharing teaching and learning expertise and building collaboration across the Institute.
10. Provide pastoral care and support to students.
11. Contribute to Institute wide working groups or committees as requested.
12. Maintain personal continuing professional development.
13. Actively follow and promote Institute policies.
14. Maintain an awareness and observation of OH&S regulations.

**Additional duties for Senior Lecturer:**

1. Take up administrative/functional leadership roles either with targeted KPI and deliverables towards meeting high quality academic outputs as well as work towards meeting VIT's business objectives.
2. Take up initiatives in mentoring junior teachers and to ensure they are groomed for high quality teaching outputs.

<b>KEY RESULTS AREAS AND RESPONSIBILITIES:</b>
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**1. Teaching and Learning**

- 1.1. Participate in curriculum design and development activities initiated by Dean
- 1.2. Design & develop high quality courseware and assessment that is consistent with the accredited curriculum meeting adequate industry standards and professional accreditations.
- 1.3. Deliver quality lectures and tutorials that meet student learning outcomes as specified in the curriculum
- 1.4. Engage with colleagues in a reflective culture that values the scholarship of teaching and learning
- 1.5. Participate in seminars aimed at sharing teaching and learning expertise and scholarship outcomes and building collaboration across the Institute

**2. Course Management and Administration**

- 2.1. Participate in recruitment activities to improve intake of high quality students into the program.
- 2.2. Recommend on the further development of curriculum as a result of evaluation and discipline expertise.
- 2.3. Engage in organisation and conduct of courses which includes activities like timetabling, coordination with students, liaising with other lecturers, liaising with administration staff etc.
- 2.4. Participate in the examination management which would include typical examination management and administration tasks like invigilation, ensuring student compliance, working with the administrator to ensure that the confidentiality of the exam material is maintained at all times, participate in the moderation and board of examiners meetings.
- 2.5. Contribute to the overall improvement of the course management and administration function.

### **3. Compliance and record keeping**

- 3.1. Responsible for teaching and assessing in accordance with the curriculum accredited by TEQSA.
- 3.2. Maintain relevant unit assessment guides and all relevant documentation relating to the units taught.
- 3.3. Maintain and update the following records on a regular basis:
  - Assessment guides for units in which they teach
  - Regular evaluation of Learning and Assessment and consequent reports to the Dean
  - Continuous Improvement Process and Data record keeping
  - Ensure Student feedback is administered for every term
  - Student counselling
  - Records of Student Academic Progress Monitoring forms
  - Records of personal research, professional development and other scholarly activity
- 3.4. Responsible for submitting all records pertaining to the teaching unit to the administration staff (and/or updating to the student management system) accurately and promptly.

### **4. Student Management**

- 4.1. Assist in the timely and effective induction of all new students through academic advice and orientation
- 4.2. Participate in the provision of support and assistance for all learning and assessment related student matters.
- 4.3. Prepare student study plans, counsel students at risk and maintain relevant student records.
- 4.4. Provide pastoral care and support to students especially students at risk.
- 4.5. Provide other assistance as requested by the Dean

### **5. Staff Management**

- 5.1. Manage the overall work flow within unit(s) so that teaching and assessment occurs in an efficient and effective manner
- 5.2. Provide clear and timely direction, advice and appropriate professional and scholarly development for any staff reporting to this position
- 5.3. Participate in the selection for appointment of appropriate new teaching personnel and the effective induction program for each
- 5.4. Ensure subordinate teaching personnel mark all individual student assessments and submit results
- 5.5. Ensure self and subordinate staff submit assessment results in a timely manner
- 5.6. Other staff management tasks, consistent with undertaking the role of Lecturer/Senior Lecturer, as requested by the Dean.

## **6. Scholarly and Industry Engagement**

- 6.1. Maintain an effective engagement with a relevant professional body and with industry personnel
- 6.2. Maintain an appropriate level of scholarly engagement.
- 6.3. Initiate and lead academic quality programs including curriculum and operational best practices.
- 6.4. Demonstrate mentoring of junior academic staff and be responsible for their quality academic deliverables.
- 6.5. Provide academic output that contributes towards VIT's business growth and sustainability.

## **7. Leadership and Business Focus**

- 7.1. Initiate and lead academic quality programs including curriculum and operational best practices.
- 7.2. Demonstrate mentoring of junior academic staff and be responsible for their quality academic deliverables.
- 7.3. Provide academic output that contributes towards VIT's business growth and sustainability.

## **PERSON SPECIFICATION**

### **SELECTION CRITERIA**

#### **Essential**

1. PhD in Information Technology or Computer Science or related discipline and/or equivalent experience as deemed by VIT
2. Strong academic achievement in Information Technology or Computer Science combined with a broad subject background enabling a diverse contribution to the teaching program.
3. Excellent interpersonal, oral and written communication skills.
4. Proven record of ability to conduct research which is reflected in publications, or other research outputs, in the area of Information Technology or Computer Science.
5. Evidence or demonstration of ability to teach and to supervise academic work at the undergraduate and postgraduate levels.
6. Ability to work collaboratively, manage time and work to strict deadlines.
7. 2 years of post-PhD Higher Education Teaching experience (preferably in an Australian university) in the areas of Information Technology relevant to the BITS and MITS courses (expected for Lecturer, Level B).
8. Unit coordination and curriculum design experience preferable.

#### **Senior Lecturer**

9. 5 years of post-PhD Higher Education Teaching experience (preferably in an Australian university) in the areas of Information Technology relevant to the BITS and MITS courses
10. Evidence of Course/Program Coordination and academic leadership roles.

#### **Desirable**

1. Membership of a relevant professional organisation
2. Engagement with scholarly/professional community
3. Pastoral care of students.

## PERSONAL QUALITIES

### Essential:

1. Commitment to academic scholarship
2. Commitment to high quality teaching
3. Fostering a positive learning environment for students
4. Commitment to continuous professional development
5. Commitment to public communication
6. Commitment to the Institute's policy of equal opportunity and the ability to work harmoniously with colleagues and students of all cultures and backgrounds.

## APPLICATION PROCESS

A comprehensive search is being undertaken by UniRecruit to identify high quality candidates for this position.

### CONFIDENTIAL ENQUIRIES

Confidential enquiries should be made to:

Graham MacAulay at  
[graham.macaulay@uni-recruit.com.au](mailto:graham.macaulay@uni-recruit.com.au)  
or on 0419 704 686, or

Michael Toohey at  
[michael.toohey@uni-recruit.com.au](mailto:michael.toohey@uni-recruit.com.au)  
or on 0418 883 807

### APPLICATIONS

All documentation should be provided in 'Word' format.

Your application should include a cover letter in which you address the Selection Criteria.

In addition, your application should contain your full curriculum vitae including the following:

- Full name, address, mobile and telephone number(s) and email address.
- Names, telephone numbers and email contact of at least three referees (no contact will be made without your permission).
- Employment history, including present position and notice required.
- Details of education, professional training and qualifications.
- Details of relevant professional, consulting or industry experience.
- Research interests and list of publications.
- Any other relevant information, such as offices held in professional bodies and community service.

**All applications (in 'Word' format) should be emailed to Graham MacAulay at: [graham.macaulay@uni-recruit.com.au](mailto:graham.macaulay@uni-recruit.com.au)**

**CLOSING DATE: Monday, 6 May 2019**