

**POSITION:**

**Lead Lecturer /Lecturer**

**REPORTS TO:**

**Campus Dean**

**SCOPE:**

- A Lead Lecturer/Lecturer academic is expected to make contributions to the teaching effort of RHE and to carry out activities to maintain and develop his/her scholarly, research and/or professional activities relevant to the profession or discipline.
- The Lead Lecturer/Lecturer is responsible for facilitating the learning of the group of students in a subject on a particular campus or teaching site, and for ensuring that his/her students have access to all information relating to the subject.

**TASKS AND RESPONSIBILITIES**

***Operational Expertise/ Research***

- Conducting research appropriate to the level of appointment in relevant fields
- Conduct research appropriate to the level of appointment and publish results
- Provide relevant academic support and academic administrative functions appropriate to the level of appointment as directed by the Supervisor
- Prepare reports of effectiveness and performance on a trimester basis, including providing forward plans and requests for resources as required
- Initiation and development of subject material with appropriate advice from and support of more senior staff
- Acting as Lead Lecturer where required
- Supervision of postgraduate and undergraduate students engaged in course work
- Supervision of postgraduate and undergraduate students engaged in research projects

***Communication***

- Cooperation with Supervisor to ensure teaching and learning quality
- Interact professionally with other members of staff, sessional lecturers and Lead Lecturer in JCU Townsville or Cairns regarding course content and delivery, assessment procedure and examinations
- Arrange communication channels with the Subject Coordinator (eg exchange telephone and facsimile numbers and email addresses, and establish the best method and time for communicating throughout the Study Period)
- Raise issues with the Subject Coordinator concerning the effective teaching and learning of the course (eg missing texts, provision of assessment/examination solutions, tutorial aids, problems with availability of study support materials etc). The Lead Lecturer (Lecturer) should also notify the Campus Dean of problems if they arise
- Lead Lecturers (Lecturers) should inform the Campus Dean immediately if they have difficulty making contact with the Subject Coordinator.
- Lead Lecturers (Lecturers and Tutors) are to attend the pre-Study Period Major Staff Planning Meeting (MSPM) organised by the Campus Dean prior to Study Periods 1 and 2

***Facilitation***

- Prepare and deliver lectures effectively
- Consult with students
- Mark assignments, other progressive assessment, and mid and end of trimester exams ensuring consistency in marking standards
- Preparation and delivery of lectures, tutorials and assessment items according to the course outline and other materials prepared by the Lead Lecturer in JCU Townsville or Cairns, and according to guidance and oversight from the Lead Lecturer in Townsville or Cairns and the Supervisor
- The conduct of tutorials, practical classes, demonstrations, workshops, student field excursions, clinical sessions and studio sessions

- To become familiar with all current Master of Professional Accounting curricula
- Present classes in an interesting, informative and professional manner
- Contribute to curriculum development and the creation of new teaching materials as needed
- A range of administrative functions the majority of which are connected with the subjects the academic teaches
- Use the materials provided by the Subject Coordinator (set tests, study support materials, internet support etc) as a basis for developing lecture/tutorial sessions;
- Conduct lectures and tutorials for the agreed length of time specified in the subject structure in the Subject Outline;
- Record attendance of international students as required by the RHE policy.

### ***Student Advocacy***

- Supporting students undertaking subjects within JCUB programs
- To provide academic counselling advice to students by appointment
- Handle and resolve student complaints and grievances
- stress to students the importance of the Subject Outline, which defines the subject objectives, assessment requirements and submission dates, and the topics to be covered from week-to-week;
- Arrange a student access time period outside the scheduled class time and ensure availability at that time each week;
- Be a communication link between students, the Subject Coordinator and Campus Dean concerning student issues in relation to assessment problems, extensions, etc. Ensure that class and student concerns regarding assessment are communicated to the Campus Dean and Subject Coordinator
- Identify "At Risk" students and notify the Campus Dean, Retention Manager (where available) and Learning Skills Unit of RHE (where available) to ensure successful learning outcomes Coordinator
- Explain to students the concept of plagiarism, the University's/RHE's plagiarism policy and the consequences of plagiarism
- Explain to students' concepts such as academic misconduct and subsequent consequences, and University/RHE policies and procedures concerning appropriate referencing, access to examination scripts when developed and reviews of grade
- Follow-up students with missing marks for assessment items;

### ***Administration***

- Supply the Subject Coordinator with a listing of marks and samples of marked assignments to moderate. The sample should cover the full range of grades. Where possible, marks should be provided online. Otherwise marks should be on the spreadsheets provided
- Supply assignment results to Subject Coordinators and a copy to the Campus withhold assignment and final results until the assignments or examinations have been moderated and results are available on the official University website
- Return assessments to students in line with the policy and procedures for each relevant Faculty of the University
- Provide an updated record of any ongoing assessment to the Subject Coordinator (Subject Coordinator will provide a copy of the class spreadsheet no later than the end of week 4)
- Ensure no assignments or results are released until moderation has occurred

### ***Team Work***

- Involvement in professional development
- Reading, understanding and complying with the contractual and other obligations imposed pursuant to the Agreement between RHE and the University

- Attendance at departmental and/or faculty meetings and/or membership of a number of committees
- Participate in the work environment and work cooperatively with others
- Contribute to the effective operation of the work group
- Provide feedback on the development of policies, practices and structures of the organisation
- Maintain an effective work environment
- Provide advice on complex cases
- Identify and address issues and challenges, find and implement solutions
- Other duties as assigned by the Supervisor

### ***Self Management***

- Maintain textbooks and other resource materials in reasonable condition and return them to the Campus Librarian at the end of the Study Period
- Comply with all rules and guidelines of the Campus and the University especially regarding dealings with students
- Maintain accurate records in keeping with QA procedures
- Interact responsibly and professionally with students and staff
- Maintain a professional appearance (including dress standards and work areas)
- Use Electronic diary to manage workload
- Maintain accurate records in keeping with QA procedures
- Follows the organisation's policies, procedures and practices
- Prioritise and manage workload to meet deadlines and targets
- Exercise designated duties in accordance with legal and contractual requirements
- Meet duty of care, legal and ethical responsibilities
- Work with others to foster a positive company culture and portray personal attitudes that meet company objectives and corporate values – fostering a team spirit
- Will also be responsible for setting own priorities to meet application deadlines, services standards and informing the monitoring or review of systems

### **SKILLS AND EXPERIENCE**

#### ***Essential***

- Provide evidence of a high level of interpersonal communication and team facilitation skills
- Provide evidence of research productivity appropriate to the level of appointment in appropriate refereed journals
- Demonstrate capacity and commitment to achieve research outcomes at the international level, appropriate to the level of appointment
- Provide evidence of enthusiastic high quality teaching that inspires students, together with quality curriculum development in relevant fields, appropriate to the level of appointment
- Demonstrated competence in course administration, appropriate to the level of appointment
- Ability & willingness to mentor junior colleagues
- Evidence of the ability to effectively contribute to the establishment, maintenance and success of work teams, focused on achieving individual, team and organisational goals
- Highly developed interpersonal skills
- Ability to effectively market and promote full range of JCUB's services
- Team skills of a high order demonstrating participation and contribution
- Demonstrated written and oral communication skills of a high order, including the ability to effectively communicate with people from other cultures
- Demonstrated commitment to teaching at all levels and to innovation in curriculum design and teaching methods
- Knowledge of relevant laws and University priorities, procedures and policies including equal opportunity and occupational health and safety

### ***Desired***

- Qualifications to Masters level
- Strong knowledge of Education sector
- Experience within a University or higher education environment
- Knowledge of Commonwealth immigration and education legislation
- Language skills
- Experience and empathy in working with people from different cultures
- Appropriate industry experience appropriate to the level of appointment will be highly regarded
- Experience in developing new programs.
- Relevant industry experience and/or membership in relevant professional associations.
- Demonstrated ability to integrate teaching with commercial practice

### **COMPETENCIES**

- Operational Expertise/Research
- Communication
- Facilitation
- Student Advocacy
- Administration
- Team Work
- Self Management