

POSITION PROFILE

Lecturer – Horticulture/Conservation and Ecosystem Management

CDU TAFE – Environmental Studies

Position Number	6753
Position Classification	Teaching Focused Academic Level A
Location	Casuarina Campus (or another location as required) Ability to travel to regional and remote locations
Reporting to	6526 Team Leader Environmental Studies
Special Provisions	<ul style="list-style-type: none">• Appointment is contingent upon receipt of a satisfactory National Criminal History check and NT Working with Children clearance.• It is a requirement of the position for the occupier to hold a current clean NT drivers' license.• Must be able to work and travel to regional and remote locations, work flexible hours and weekends as required, role can include camping and working without connectivity.• Ability to work in oppressive climatic conditions for extended periods
Required Qualifications	<ul style="list-style-type: none">• Level A VET Academics will hold the vocational competencies at least to the level being delivered and assessed, current industry skills directly relevant to the training and assessment being provided, and current knowledge and skills in vocational training and learning that informs their training and assessment.• Current qualification equivalent to a Certificate IV in Training and Assessment (TAE40116 or its successor) and the ability to obtain competencies in additional core units as required.• VET Academics may be required to update their credentials to meet the latest national and/or University requirements within a reasonable timeframe.
Desired Qualifications	<ul style="list-style-type: none">• Qualifications in Horticulture, Conservation and Ecosystem Management or Agriculture disciplines

Purpose of the Position

Occupational Category	2422	Industry Subdivision	81
Industry Class	8101		

The Lecturer –Horticulture/Conservation and Ecosystem Management contributes to the CDU TAFE teaching, training and assessment programs in campus classrooms/workshops/remote areas and/or the workplace environment, working under the Australian Skills Quality Authority (ASQA) and VET Quality Framework, the competency standards of the Agriculture/Horticulture/Conservation and Ecosystem Management (AHC) Training Package and industry requirements. The position requires the timely and accurate completion of administrative tasks associated with training provision including the maintenance of accurate student records.

The Lecturer –Horticulture/Conservation and Ecosystem Management focus is on training, customer service and student administration to our current students/apprentices/trainees. The position also contributes to growing the teaching business and to anticipate and respond to industry training requirements. As a member of the Environmental Studies Team, it is an expectation of the occupant of the role to support colleagues, especially during peak periods of training and with any special projects of teaching and training undertaken by the team.

The Lecturer –Horticulture/Conservation and Ecosystem Management plays an important role in achieving Team and CDU TAFE objectives through supporting colleagues, the Team Leader and the TAFE Executive to achieve set out goals. The role works closely with all staff in the Environmental Studies Team, the Agriculture & Rural Operations Team and requires ongoing liaison with staff across the TAFE and CDU to build operational and strategic partnerships.

Duties

The following accountabilities are not exhaustive and may include others as directed from time-to-time.

- Ensure training and assessment is delivered as per the Australian Skills Quality Authority (ASQA) standards and regulatory frameworks, whilst meeting internal regulatory frameworks the Horticulture/Conservation and Ecosystem Management Training Package requirements, Australian Horticulture/Conservation and Ecosystem Management Safety Authority (AMSA) requirements, and to current industry standard.
- Facilitate competency-based training using a range of delivery modes including face-to-face, mixed-mode, workplace based, external and online delivery.
- Match teaching to competence through workplace assessment and recognition of prior learning (RPL).
- Establish and maintain a learning environment, encouraging and supporting students to take responsibility for their own learning.
- Ensure student participation through the preparation of student learning plans, education support and specialist assistance whilst allowing for flexibility in delivery and assessment that takes into consideration student's needs and learning abilities to enhance student's learning.
- Conduct student entry level assessment using LLN assessment tools.
- Provide high quality customer service including responding to enquiries, to internal and external stakeholders, particularly in relation to best practice delivery and assessment of the Horticulture/Conservation and Ecosystem Management Training Package and associated programs.
- Provide a well-developed range of teaching strategies to students and other clients both within and external to the University, accredited and non-accredited particularly across Industry groups and including in regional, remote and very remote environments.
- Provide high quality customer service including responding to enquiries, to internal and external stakeholders, particularly in relation to best practice delivery and assessment of the Horticulture/Conservation and Ecosystem Management Training Package and associated programs.
- Provide leadership in specialist areas within the teaching department and across the University.

- Effective communication, collaboration and cooperation with team members, across the TAFE, and internal and external stakeholders.
- Demonstrate professional behaviour and conduct whilst liaising and communicating with team members, College colleagues, and all internal and external stakeholders and whilst promoting the University and the Team.
- Record data and complete associated administrative tasks accurately, and in a timely manner including scheduling, maintenance of accurate student records, class preparation, subject coordination, timetabling, graduating students, arranging call ups and tracking student progression.
- Develop training resources that are in accordance with CDU and ASQA requirements and industry expectations and standards.
- Prepare and maintain classrooms, labs as well as other learning materials in print-base or other formats.
- Plan and prioritise work schedule, including student and client interaction.
- Adapt learning and assessment materials to cater for different students, learning environments, facilities and resources.
- Proficiently utilise CDU systems, including student management, Health Safety and Environment, financial, travel.
- Understanding of ASQA compliance, Training Packages and CDU business processes.
- Observe both CDU policies, regulations, guidelines and other relevant legislative and compliance requirements and accountabilities, including the current AQF and ASQA standards and regulatory frameworks.
- Flexibility, adaptability and initiative to support others in the Environmental Studies Team in line with skills base.

Key Selection Criteria

- Possess a Certificate III (or higher) in Horticulture/Conservation and Ecosystem Management or Agriculture qualification/s, and extensive practical work experience in the Horticulture/Conservation and Ecosystem Management Industry.
- Possess a Certificate IV in Training and Assessment (TAE40116) and the ability to obtain competencies in additional elective units as required.
- Demonstrated experience providing training either within a workplace setting or educational institution and understanding of competency-based training and workplace assessment.
- Experience in researching and developing training tools to meet needs of students and / or industry clients.
- Demonstrated experience working independently and as part of a team, the ability and flexibility to manage workloads to meet conflicting deadlines, adapt to a changing work environment, while maintaining initiative, teamwork, self-motivation and discipline.
- Demonstrated ability and experience in working and travelling safely in remote areas, including camping out and operating without connectivity in remote and isolated situations.
- Demonstrated competency with the Microsoft Office suite and other relevant software packages.
- Demonstrated high level interpersonal, verbal and written communication skills including the ability to communicate in a culturally sensitive manner with internal and external stakeholders to whom English may not be the first language.

Desirable Competencies

- Demonstrate ability to develop effective relationships within the Horticulture/Conservation and Ecosystem Management industry and associated organizations to improve training uptake and delivery of training
- Possession of Diploma in Training and Assessment including LLN units and TAEASS502 Design and develop assessment tools.
- Possess or have the ability to obtain a First Aid Certificate and apply first aid when necessary.
- Possess or can obtain LR driver's license.

University Expectations

- Contribute to the efficient and effective functioning of their team or work unit to meet University objectives. This includes demonstrating appropriate and professional workplace behaviours under the Code of Conduct – Staff, assisting team members if required, and undertaking other key responsibilities or activities as directed by one's supervisors.
- Demonstrate and promote the University Values, ensuring all workplace behaviour is appropriate in all workplace settings, proactively calling out inappropriate behaviour.
- Read, understand, and comply with all University policies and procedures.
- Undertake risk management and actively support and participate in the risk management processes adopted by the University, which include identifying, analysing, and evaluating risks that may impact the University.
- Work at and travel between other University campuses or to other locations occasionally as may be required during employment.
- Complete all mandatory training as required by the University.
- Demonstrate understanding of the principles of anti-discrimination, staff and student equity, work health and safety, and other relevant legislation, and show the willingness and capacity to implement equal employment opportunity and work health and safety plans, policies, and programs.

Work Health & Safety

- Ensure all activities comply with WHS legislation and university policy & procedure.
- Implement & monitor risk management activities including, but not limited to, workplace inspections, incident/hazard investigation and follow-up, and implementation of risk controls.
- Analysis of WHS training requirements for staff, including the provision of training and monitoring of training to ensure completion and currency.