

POSITION PROFILE

Lecturer – Aged Care, Community Services and Disability Support

Health & Community Services
Professional Services Division
CDU TAFE

Position Number	6769
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	Team Leader - Health and Community Services (10531)
Special Provisions	The appointment is contingent upon receipt of a satisfactory National Criminal History Check and NT Working with Children clearance. The lecturer must possess the TAE40116 Certificate IV in Training and Assessment and/or its successor. Ability to work flexible hours as required. It is a requirement of the position for the occupier to hold a current NT driver's licence or higher.
Required Qualifications	TAE40116 Certificate IV in Training and Assessment and/or its successor. Vocational and or Higher Education Qualifications in Allied Health and/or Health Care Services, eg. <ul style="list-style-type: none">- Certificate III Individual Support- Diploma of Nursing- Diploma of Community Services- Certificate IV Aboriginal and/or Torres Strait Islander Health Care Practice
Desired Qualifications	Diploma of Aboriginal and/or Torres Strait Islander Primary Health Care Practice, Bachelor of Nursing

Purpose of the Position

The role of the Lecturer – Aged Care, Community Services and Disability Support is to contribute to the teaching effort of programs provided by the Health and Community Services Team. This includes preparing, delivering and assessing students to the competency standards of the CHC Community Services and HLT Health Training Packages in line with best teaching practices and industry standards, within a team environment.

Units from other Training Packages may be required to be delivered from time to time. The role contributes to growing the teaching business and anticipates and responds to industry training requirements.

Duties

Training and Assessment

- Ensure training and assessment are delivered as per the Australian Skills Quality Authority (ASQA) standards and regulatory frameworks, the CHC and HLT Community Services and Health requirements, and to industry standards.
- Facilitate competency-based training using various delivery modes, including face-to-face, mixed-mode, workplace-based, external and online delivery for students enrolled in qualifications within the CHC and HLT training packages.
- Match teaching to competence through workplace assessment and recognition of prior learning (RPL).
- Establish and maintain a learning environment and encourage students to be responsible for their 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 considers student's needs and learning abilities to enhance student learning.
- Conduct entry-level student assessment.
- Participate in pre- and post-assessment validation activities within the Health and Community Services Team.

Liaison and Communication

- Provide high-quality customer service, including responding to enquiries, from internal and external stakeholders, particularly in relation to best practice delivery and assessment of the CHC and HLT Community Services and Health Training Packages and associated programs.
- Provide a well-developed range of teaching strategies in the Health and Community Services Team to students and other clients both within and external to the University, particularly across Industry groups.
- Provide leadership in specialist areas within the teaching department and across the University.
- Effective communication, collaboration and cooperation with team members, other VET teams, and all internal and external stakeholders.
- Demonstrate professional behaviour and conduct whilst liaising and communicating with team members, other VET teams, and all internal and external stakeholders and promoting the University and Team.
- Liaise with the Team Leader, Health and Community Services to provide advice and recommendations on effective budgeting requirements for training.
- Participate and coordinate engagement activities with the Health and Community Services industry to maximise training participation with the NT workforce.

Business Administration

- Record data and complete associated administrative tasks accurately and in a timely manner: this includes scheduling, maintenance of accurate student records, class preparation, subject coordination, timetabling, graduating students, arranging call-ups and tracking student progression.
- Develop training resources that include resources for Health and Community Services which are in accordance with CDU and ASQA requirements and industry expectations and standards.
- Prepare and maintain classrooms, as well as other learning materials in print-base or other formats.
- Plan and prioritise work schedule, including student and client interaction.

Knowledge and Proficiency

- Adapt learning and assessment materials to cater for different students, learning environments, facilities and resources.
- Maintain industry skills and knowledge and Vocational Education Competency.
- 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.

Key Selection Criteria

- Possession of the following;
 - 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.
 - Education, training and/or relevant industry experience equivalent to completing a Vocational or HE qualification in Allied Health and/or Health Care Services (eg. Certificate III Individual Support, Diploma of Nursing, Diploma of Community Services, Certificate IV Aboriginal and/or Torres Strait Islander Health Care Practice)
- Recent professional vocational experience within the Allied Health and/or Health Care sector (within the last two years).
- Demonstrated experience providing training within a workplace setting or educational institution in health.
- Experience in researching and developing training tools to meet the needs of students and/or industry clients.
- Demonstrated high-level interpersonal, verbal and written communication skills, including communicating culturally sensitively with internal and external stakeholders to whom English may not be the first language.
- Demonstrated experience working independently and as part of a team.
- Competency with the Microsoft Office suite and other relevant software packages.

Desirable competencies

- Demonstrated ability to abide by and implement Workplace Health and Safety Policies and Equal Opportunity Policies and Procedures.
- Industry experience working within health and care services in the Northern Territory
- Experience facilitating education and/or the training of students within remote community settings

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 – Employees, 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.