

Position Profile

People and Culture

REC 16.04.22

Occupational Category	2421
Industry Class	8102
Industry Subdivision	81

Position title	Lecturer – Disaster and Emergency Management
Position number	9926
Position classification	Teaching Focused Academic Level A
Organisational unit	College of Indigenous Futures, Education and the Arts
Location	Casuarina
Reporting to title	College Dean
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. • Ability to travel to regional and remote locations • It is a requirement of the position for the occupier to hold a current NT driver's licence. • Possession of a C class drivers License. <p>The NT Chief Health Officer COVID-19 Directions (No.52) 2022 (the CHO Directions) made under the Public and Environment Health Act 2011 applies to employees in this role. Employees are required to provide evidence that their current COVID-19 vaccination status meets the requirements of the CHO Directions prior to commencing employment with the University.</p> <p>This requirement is subject to change and/or amendment in accordance with any amendments made to the existing CHO Directions or issuing of new Directions by the Chief Health Officer.</p>

SECTION 1: Purpose of the position

The primary role of the Lecturer – Disaster and Emergency Management is developing and delivering training in the areas of disaster and emergency management whilst working under the Australian Skills Quality Authority (ASQA) and to the competency standards of all curriculum requirements.

This role may include curriculum development, development of high-quality learning resources and activities and support ASQA compliance and registration for the Team in preparation to audit. The role contributes to growing the teaching business and anticipates and responds to industry training requirements.

SECTION 2: Key accountabilities

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

Teaching, Assessment and Learning

- Develop curriculum and teach units of competency in disaster and emergency management.
- Ensure training and assessment is delivered as per the Quality Framework, appropriate Training Package requirements, and to 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 and encourage 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.
- Develop teaching resources for disaster and emergency management that are in accordance with CDU Quality Management System that meet package and course requirements plus industry expectations and standards.

Liaison and Communication

- 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 appropriate 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, particularly across Industry groups.
- Provide leadership in specialist areas within the teaching department and across the University.
- Display effective communication, collaboration and cooperation with other teams.

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.
- 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.

Knowledge and Proficiency

- Competently adapt learning and assessment materials to cater for different students, learning environments, facilities and resources.
- Maintain industry skills and knowledge and Vocational competency.
- Applied knowledge of the CDU Quality Management System (QMS) to ensure consistent practice across the University.
- Proficiently utilise CDU systems, including student management, health safety and environment, financial and travel.
- Functional knowledge of the Australian Skills Quality Authority (ASQA), Training Packages and CDU business processes.
- Observe both CDU policies, regulations, guidelines and other relevant legislative and compliance requirements and accountabilities, including the current Quality Framework, Australian Qualifications Framework (AQF) and ASQA requirements.

Work Health & Safety For areas of operational responsibility:

- Ensure all activities comply with WHS legislation and university policy & procedure.
- Implement & monitor risk management activities (eg workplace inspections, incident/hazard investigation and follow-up, implementation of risk controls).
- Partake in WHS training requirements to ensure completion and currency.

University Expectations

All staff are expected to:

- Contribute to the efficient and effective functioning of their team or work unit in order to meet University objectives. This includes demonstrating appropriate and professional workplace behaviours in accordance with the Code of Conduct, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisors;
- 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 risk that may impact on the University;
- Work at and travel between other University campuses from time to time as may be required during the course of employment;

- Complete all mandatory training such 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; and
- Champion and support the delivery of the goals within the CDU Strategic Plan 2021-2026.

SECTION 3: Selection competencies

Essential competencies

1. Postgraduate qualification in a relevant field, progress towards a PhD, and / or equivalent experience in teaching
2. Demonstrated experience providing training either within a workplace setting or educational institution.
3. Experience in researching and developing training tools to meet the needs of students.
4. 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 their first language.
5. Demonstrated experience working independently and as part of a team.
6. Competency with the Microsoft Office suite and other relevant software packages.
7. Understand and exercise the principles of Workplace Health and Safety requirements, as well as Equal Opportunity policies and procedures.

Desirable competencies

1. Demonstrate contemporary knowledge in teaching and assessment competencies and conducting training to meet the requirements of nationally accredited training packages and/or accredited courses and the Australian Quality Framework for audit requirements within ASQA Framework.
2. Sound knowledge of ethical requirements, relevant policies and procedures and contemporary human resource practices and principles, including workplace health and safety, employment equity and anti-discrimination.
3. Experience in working in a dual-sector teaching environment.