

Title of Position LECTURER, Animal Care Classification Lecturer ANZSCO Code 242211 Appointment Fraction 0,6 FTE ☒ Permanent / Ongoing ☐ Contract Position No	Agency TAFE SA Business Unit Future Industry and Trade Workgroup/Section Veterinary and Applied Science Centre Position created
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1 Summary of the broad purpose of the position in relation to the organisation's goals The primary role of a TAFE SA Lecturer is to provide a quality educational service of training, assessment and guidance to students in accordance with relevant training package objectives. Lecturers may also be involved in the provision of consultancy services to industry/community clients.
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2 Reporting/Working Relationships <table> <tr> <td>Internal:</td> <td>The TAFE SA Lecturer is accountable to Educational Manager, Veterinary Nursing and Applied Science Centre Program and is required to work as an effective team member within the Program.</td> </tr> <tr> <td>External:</td> <td>The TAFE SA Lecturer liaises with industry representatives and community organisations, other government departments, external agencies and the general public as required.</td> </tr> </table>	Internal:	The TAFE SA Lecturer is accountable to Educational Manager, Veterinary Nursing and Applied Science Centre Program and is required to work as an effective team member within the Program.	External:	The TAFE SA Lecturer liaises with industry representatives and community organisations, other government departments, external agencies and the general public as required.
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4 Authority Agency delegations and policies define levels/limits of authority in relation to finance, human resources and administrative requirements.
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5 Voluntary Flexible Working Provisions <table> <tr> <td>Working Part-time:</td> <td>☐</td> <td>Job Share:</td> <td>☐</td> </tr> <tr> <td>Working at Home:</td> <td>☐</td> <td></td> <td></td> </tr> </table>	Working Part-time:	☐	Job Share:	☐	Working at Home:	☐		
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6 What will you be responsible for and be doing?

You will be:

1. Delivering quality student centered, collaborative educational and training involving:
 - a. planning, preparing, conducting & assessing teaching programs;
 - b. determining and implementing flexible delivery methodologies and developing teaching & learning materials and strategies;
 - c. establishing and maintaining a learning environment and managing student issues;
 - d. continuous improvement of teaching programs and the workgroup's products & services;
 - e. providing advice and guidance within areas of specialist expertise in communication with stakeholders in relation to learning needs of students and training needs of employers.
2. Assisting education program members with student academic counselling and student selection processes.
3. Assisting team members with resource evaluation, selection, adaptation and development of learning materials.
4. Conducting teaching program related record keeping including student results.
5. Contributing to work team processes of staff selection, team development, mentoring, co-ordination & supervision of a delivery area, and planning of programs & projects.

7. Educational/Vocational Qualifications – *Entry Minimum Requirements*

Upon appointment, the successful applicant must meet the Standards for Registered Training Organisations (RTOs) 2015, for the delivery of this educational program regulated by ASQA, and hold a Certificate IV in Training and Assessment.

Experience relevant to the field as specified in the Industry Addendum (which may include industry experience, and/or HPI teaching in TAFE SA).

8. What do you need to do this job?

(The following points are used in the written application phase of the selection process).

You will need to be able to:

1. Demonstrate your current level of skills, knowledge and broad experience in your specific trade/professional area.
2. Identify your significant achievements in managing productive working relationships with work group members and stakeholders to achieve effective outcomes.
3. Demonstrate your ability to establish effective working relationships with all client age groups, especially young people.
4. Demonstrate your significant 'track record' in evaluating operational processes and procedures, identifying improvements and making recommendations.
5. Demonstrate your knowledge and experience in teaching/training/facilitation /mentoring.

Other requirements

1. Applying Work Health and Safety (WH&S) and Return to Work legislative requirements in business activities for which the position is responsible, whilst ensuring compliance to Agency WH&S policies, procedures and processes including the identification, assessment and control of risks and evaluation of mitigation strategies to minimize the likelihood of injury and/or disease.

9. KEY BEHAVIOUR ATTRIBUTES

(The following points should not be addressed specifically in your written application, however they will be used in the interview phase of the selection process).

Key behavioral attributes include:

1. Desire & willingness to pass on knowledge & skills to others.
2. Effectively manages learning and behavior, and supports those people with special needs.
3. Keeps up to date in the trade/professional area and continually develops skills in the job role.
4. Plans, organises & schedules their personal work program, resources and materials for effective achievement of outcomes.
5. Models and promotes appropriate social, ethical and organisational standards in all interactions.
6. Performs work role professionally to ensure customer satisfaction.
7. Keeps meticulous records for organisational, quality and legal requirements.

10. Certified Correct

Approved: Line Manager

Endorsed: Human Resources

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