

STANDARD TEACHING AND RESEARCH POSITION DESCRIPTION



Position	Lecturer, University Preparation Pathways
Level/ Classification	ACLEB
Reports to	Head of University Preparation Pathways
Division	University Preparation Pathways
College	Deputy Vice Chancellor Education

Position Purpose

A Lecturer Level B is expected to provide academic leadership and make a contribution to teaching in the Discipline through the preparation and delivery of lectures, tutorials and other types of teaching activities, including contributions to curriculum development and course development, carry out activities to develop and lead scholarly research and professional expertise relevant to the profession or discipline. Academic staff at this level will also be involved in a broad range of administrative and service functions in the area and across the University, and professional activities within the discipline

About Murdoch University

Murdoch University is a young and dynamic university with a foundational commitment to the environment, social justice and inclusion, and making education accessible to more people. Founded as Western Australia's second university in 1974, today, Murdoch has more than 21,000 students and 1,700 staff across campuses in Perth, Singapore and Dubai. With more than 90,000 Alumni, Murdoch graduates can be found all over the world, making a positive difference.

Our Strategy – Ngala Kwop Biddi. Building a brighter future, together – guides the University's direction and reaffirms our shared purpose to change lives and society for the better through accessible education and research.

The Strategy is focused on three key themes:

- Sustainability: Be a leading university in education, teaching and translational research in sustainability.
- Equity, Diversity, and Inclusion: Build a welcoming, diverse and inclusive community.
- First Nations: Become the University of first choice for First Nations peoples.

Murdoch is also committed to building engagement with our local community, State, nation, and global society with a track-record in creating strong partnerships with business, government and industry.

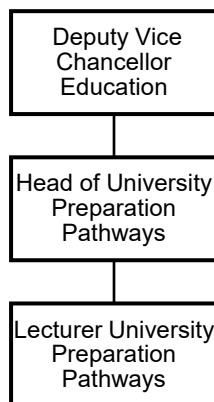
About the Work Area

The Deputy Vice Chancellor Education portfolio supports the University's Student and Education Strategic Plan to achieve its strategic goal to provide an outstanding education experience for every student, leading to its graduates being innovators and fully prepared for their future careers. The portfolio has four priority

areas: innovative curriculum; academic leadership; inclusive education and student support and digital experience.

Academic positions within DVC Education portfolio are expected to be excellent teachers with a current knowledge of sector practice and pedagogy and the ability to engage and lead staff, inspiring them to teach students well, as well as making a significant leadership contribution to relevant University activity within the context of the University's Learning and Teaching Strategy.

Reporting Relationships



Key Responsibilities / Duties

1. Contribute to developing the marketing, recruitment and admission activities of preparation pathways, working collaboratively with the External Engagement Directorate, University preparation pathways staff, the Business Support team and the Head of University preparation pathways.
2. Contribute to the coordination of the scholarly and teaching activities of programs. This includes, but is not limited to, preparing and delivering lectures, tutorials, seminars, information sessions, workshops, student field excursions, and marking and assessment.
3. Coordinate and undertake administrative and service functions related to the development, operation and delivery of pathways programs.
4. Consult with, and provide advice to, pre-university, undergraduate and prospective students.
5. Develop and practice innovative teaching and learning methods.
6. Contribute to educational or disciplinary scholarship in an area directly linked to the work and objectives of the position.
7. Contribute to the University, the profession and the discipline.
8. Undertake broad administrative functions.
9. Participate in the University's Annual Career Development Conversation (ACDC) process.
10. Undertake other duties as determined by the Head of area.

Selection Criteria

Essential

1. A PhD, or an equivalent combination of relevant experience and/or education/training.
2. Demonstrated successful experience in teaching in contexts and settings relevant to the position, including successful experience in working with cohorts of students relevant to the post.
3. Demonstrated ability to work under broad direction only, exercise initiative in undertaking responsibilities and work effectively as a team member.
4. Demonstrated ability to engage in educational or disciplinary scholarship in a field directly linked to the work and objectives of the position and demonstrated knowledge of contemporary approaches to curriculum and pedagogy.

5. An established and successful record of leading and engaging other staff to develop effective and contemporary learning and teaching approaches in a School, Faculty or inter disciplinary setting.
6. Experience of contributing to cross-institutional developments or initiatives.
7. Experience of working in interdisciplinary and / or cross-institutional teams
8. Demonstrated high levels of written and oral communication skills in English.
9. A record of success in the administration of academic activities.
10. A record of success in the leadership of professional and service activities.

Work Requirements

1. A willingness and ability to travel and work between Murdoch University campuses.
2. Ability to work outside of normal office hours when required.
3. Australian permanent residency or possession of a valid visa with work entitlement in Australia.

Probationary Review

This position may be subject to a probationary period, during which time the academic staff member is required to meet set probationary objectives and pass a probationary review. Probationary objectives are set following appointment to the position and confirmed at the first Academic Contribution Development Conversation (ACDC).

General Obligations

While at work, an employee must:

- take reasonable care for their own health and safety and ensure that their acts or omissions do not adversely affect the health and safety of other persons;
- report incidents, injuries and hazards;
- comply with any reasonable instruction that is given by Murdoch University; and
- comply with Murdoch University policies and procedures.

Guiding Principles and Values / Code of Ethics and Code of Conduct

Our Values

- Authenticity
- Integrity
- Respect
- Inclusivity
- Openness

Our Principles

- Act with justice, respect and responsible care.
- Be collegiate and respectful of other points of view.
- Protect academic freedom.
- Be agile, flexible and resilient.
- Make decisions at the most appropriate level.
- Be transparent in decision-making and with information.
- Adopt common approaches to common tasks.
- Be careful stewards of our resources.

All staff will comply with the University's Code of Ethics and Code of Conduct and demonstrate a commitment to its Equity, Diversity and Safety principles and the general capabilities of personal effectiveness, working collaboratively and demonstrating a focus on results.

All Staff undergoing a probation period are required to set probationary objectives with their leader within 3 months of commencement.

We acknowledge that Murdoch University is situated on the lands of the Whadjuk and Binjareb Noongar people. We pay our respects to their enduring and dynamic culture and the leadership of Noongar elders past and present. The boodjar (country) on which Murdoch University is located has, for thousands of years, been a place of learning. We at Murdoch University are proud to continue this long tradition.