



POSITION DESCRIPTION –SCHEDULE A

POSITION DESCRIPTION DOCUMENT PURPOSE

The purpose of this position description document is to provide you with a clear understanding of your role, and how that role fits within Melbourne Institute of Technology (MIT) as an organisation.

This document provides an outline of your key areas of accountability and desired outcomes from satisfactory performance of the role. It does not provide an exhaustive list of tasks and activities that are required to be performed in order to fulfil the role.

POSITION DETAILS

| | |
|---------------------------|-----------------|
| Position Title: | Casual Lecturer |
| School / Division: | Academic |
| Campus: | Melbourne |

MIT VISSION AND GOALS

Founded in 1996, Melbourne Institute of Technology (MIT) has grown dynamically as one of the leading private, higher education providers in Australia with campuses in Melbourne and Sydney. MIT is a teaching only Higher Education Institution. Our vision, mission, values and goals as approved by the MIT Board of Directors in December 2017 are set out below.

Vision

MIT continues to be a leading private higher education provider nationally and internationally by proactively developing innovative educational programs to meet industry needs and by a commitment to inspire tomorrow's graduates.

Mission

MIT, through its higher education programs and personalised and transformational student experience, provides the opportunity for individuals to access knowledge and to enrich and transform their futures.

Values

- Excellence in teaching and learning;
- Integrity;
- Accountability and
- Transformational Change.

Goals and Priorities:

- Develop and deliver innovative programs that meet industry and market needs;

- Provide an inclusive, service-oriented culture focused on student outcomes;
- Raise our profile and the impact of our teaching and learning and student engagement with our stakeholders;
- Provide inclusive, innovative and responsible education

Enabling Elements:

1. Our people
2. Technology

MIT ORGANISATIONAL STRUCTURE

MIT business model comprises four (4) key focus areas as guided by its vision: Academia, Finance, Marketing, and Operations. Our organisational structure is designed to ensure each of these areas is fully resourced.

Our Executive Management Team is responsible for the development of our strategic plan, and effective implementation of strategies across all business areas. It comprises our:

- Chief Executive Officer;
- Managing Director;
- Director of Marketing and Student Engagement;
- Human Resources Director;
- Academic Director;
- Campus Director; and
- General Manager.

DEPARTMENTAL CONTEXT

The Academic Department consists of two schools - the School of Information Technology and Engineering (SITE) and the School of Business (SOB). The Schools offer a range of programs from undergraduate degrees to post graduate degrees at Melbourne and Sydney campuses. The MIT Sydney also offers IT and business programs on behalf of Federation University Australia.

One of the major aims of both Schools is establishing the culture of shared values, attitudes and strategies to further the MIT Goals of producing competent, work-ready graduates.

The main objectives of the MIT Schools include but are not limited to:

- Maximising the retention and success of students;
- Employ and manage academic and administrative staffing at appropriate levels to develop, maintain and deliver innovative programs;
- Managing the development and implementation of policies and procedures for student admissions, assessment, completion and other relevant areas;
- Establishing a departmental committee structure which will enable input from staff, students and relevant external bodies and industry involvement;
- Developing and maintaining programs and curricula that are innovative and connects theory and practice;

DEPARTMENTAL CONTEXT

- Cultivating and embedding a culture of scholarly education practice and research in Learning and Teaching; and
- Building a student centred environment that challenges, encourages and motivates students to discover new skills and talents.

Supervision and Reporting Arrangements:

This position reports to the Deputy/Associate Head of School or nominee for MIT programs, and to the Academic Manager - Sydney for Federation University programs.

RESPONSIBILITIES

Delivery of programs at diploma, undergraduate and postgraduate levels, providing academic and administrative leadership and consultative and coordination tasks. The responsibility incorporates the areas as set out below:

| Area | Outcomes |
|---------------------------|--|
| Delivery of units/courses | <ul style="list-style-type: none"> • Conduct lectures and tutorials; • Update and maintain the intellectual property of the MIT units being taught; • Write exams and assignments for MIT units; • Ensure marking of assignments/exams and results is done in a professional and timely manner; • Liaise regularly with program manager and/or coordinator; • Attend academic meetings when requested; • Participate in students' review of grades; • Provide consultation and assistance to students; • Engage in research and professional activities appropriate for the discipline; • Contribute to administrative functions of the Academic Department; and • Attend induction program at the start of each semester |

KEY SELECTION CRITERIA

Application letter and/or resume must address the qualification/knowledge/experience/attributes section under the key selection criteria

| Qualifications: Include all educational and training qualification, professional membership, | Requirement |
|---|------------------|
| 1. A Master Degree for teaching undergraduate courses; a Doctorate for teaching postgraduate courses. | Mandatory |
| Knowledge/Experience/Attitude/Skills: | |
| 1. Minimum three years teaching experience at the tertiary level as well as relevant industry experience; | Highly desirable |
| 2. Excellent communication skills both oral and written; | Mandatory |

RESPONSIBILITIES

| | |
|--|------------------|
| 3. Evidence of professional development and scholarship activities | Mandatory |
| 4. Evidence of development and implementation of innovative teaching practices and programs; | Highly desirable |
| 5. Excellent interpersonal skills and demonstrated ability to work effectively and consultatively in teamwork environment; | Highly desirable |
| 6. Demonstrated commitment and enthusiasm for teaching and a quality teaching evaluation and/or record; | Highly desirable |
| 7. Knowledge and understanding of the needs of a diverse range of students both domestic and international; and | Highly desirable |
| 8. Organisational and administrative abilities necessary for coordination and administration of units/courses | Highly desirable |

PERFORMANCE MANAGEMENT SCHEDULE B

Staff performance is managed in accordance with MIT Performance Management System which incorporates:

- Regular performance reviews
- Ongoing feedback
- Identification of professional development needs and provision of support

| Focus area | Measure - example |
|--|--|
| Progression rate in courses/units taught | Student survey and Student unit performance data/statistics. |
| Monitoring student progress during delivery [class attendance matters, timely student feedback on completed assessments, student academic support etc] | Recorded interaction with students via Moodle – Forum, via email sent through the AMS (recorded on AMS), Student consultation activities, recorded student academic counselling [plagiarism cases etc] solving issues. |
| Relationships [Student experience at MIT] | Survey results –student survey response rates per unit taught [student survey response rates must reach the minimum threshold of 50% of the students enrolled in units taught each trimester]. |
| Staff orientation and induction | Attendance to MIT staff induction program is compulsory and forms part of the employment contract with MIT. |
| MIT Scholarly & Academic Staff Professional Development activities | Staff Portfolio - Participation in MIT Scholarly & Academic Staff Professional Development activities and other academic activities as recorded in the respective staff portfolio each trimester. |
| Delivery of courses/units | Survey results – staff, student. |