

Position Description Form

Position Title: Lecturer Accounting	
Department: Business & Construction	
Position Reports to: Head of Program	
Direct Reports: Head of Program	
Position Description Issue Date:	February 2020
Location: You are employed to work at Melbourne Polytechnic, a multi-campus institution. Your contract will denote your employment location.	

About Melbourne Polytechnic

Melbourne Polytechnic offers the perfect combination of higher education and vocational learning, delivered by teachers with real-world experience and expertise. Through a network of six metropolitan campuses and a regional campus in Ararat, Melbourne Polytechnic offers a range of degrees, certificates and diplomas across the whole higher education and vocational training spectrum.

Position Purpose

Teach into the Bachelor of Accounting, Bachelor of Business and the Masters of Professional Practice Accounting of, within the Department of Business and Construction delivered in Australia and offshore. Collaborate with academic staff to support and maintain a high quality student learning experience for domestic, international and offshore students. Contribute to the strategic development of applied research and scholarship in the higher education programs in the Department

Key Responsibilities

A. PEDAGOGIC WORK

1) Curriculum Delivery

- a) To deliver the curriculum effectively through a variety of different learning strategies.
- b) To adopt appropriate learning strategies having given due consideration to the length of the session, intended learning outcomes and the characteristics and needs of the student body.
- c) To communicate effectively with students and respond appropriately to their needs.
- d) To ensure appropriate student participation in the teaching and learning process in classes, exercises, case studies etc.

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- e) To ensure that the learning outcomes for the discipline/subject/unit/module etc. are efficiently and effectively delivered.
- f) To ensure that curriculum content, learning materials and curriculum delivery give positive images of minority groups.
- g) To contribute to program induction and quality assurance of programs as required by the Head of
- h) Program.
- i) To cover for absent academic staff.
- j) To deliver the curriculum offshore.

2) Curriculum Development

- a) To participate as required in the development of the curriculum ensuring that its content is relevant and current for domestic and international use.
- b) To contribute as required to program submissions ensuring that all deadlines are met.
- c) To ensure that the curriculum meets the requirements of validating and awarding bodies (eg: TEQSA).
- d) To coordinate with VET department to align curriculum with Vocational Programs and develop suitable pathways for maximum student benefit.

3) Student Assessment

- a) To develop a variety of fair, valid, reliable, accurate, professional and rigorous assessments at the appropriate level for subjects.
- b) To ensure that all assessments are fairly marked and graded and that there is consistency between grading.
- c) To ensure that there is an appropriate marking framework for assessed work, and that the framework is known to, and used by, all members of the teaching team, and that students are aware of and understand the framework.
- d) To meet the deadlines set for the return of work to students and provide feedback in keeping with the policy of the Department.
- e) To utilize those methods of assessment most appropriate to the curriculum content and learning outcomes, and as agreed by the Head of Program and Department Manager.
- f) To attend, and participate on, Boards of Study, Academic Board, Examination Boards, or others as required by the Department Manager.

4) Student Selection

- a) To carry out RPL or credit application assessments as required.
- b) To ensure that the selection procedures are rigorously followed.
- c) To ensure that the selection criteria and their operation is not discriminatory.
- d) To ensure that students are offered appropriate guidance on their choice of program, that student guidance regulations are fulfilled and students are provided with appropriate documentation within the time frame as set by the Department.
- e) To undertake interviewing and other selection procedures as required.

5) Student Management and Welfare

- a) To ensure that all students are informed of the rules, procedures and sanctions governing conduct in all Department and Institute activities.

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- b) To contribute to the promotion of the welfare of the students and informing them of health and safety requirements.
- c) Ensuring that students are aware of counselling guidance services and referring students to these services as appropriate.

6) Tutorial Support

- a) Provide students with appropriate tutorial support in accordance with programme and individual requirements.

B. ADDITIONAL DUTIES

7) Staff Development and Appraisal

- a) To undertake such staff development activities as required by the Head of Program or Manager.
- b) To maintain an up to date knowledge of specialist subject/discipline area.
- c) To undertake wholeheartedly any staff development needs diagnosed during appraisals, or identified by the Head of Program or Manager.
- d) To act as role appraiser for appropriate staff and undertake any training necessary to update appraisal skills.
- e) To deliver such professional development program as may be appropriate to the skills of the post holder.

8) Management and Administration

- a) To provide required statistical information within the time scale set by the Head of Program.
- b) To undertake the role of class/course/group tutor/leader as required by the Head of Program. To
- c) maintain records in accordance with Department requirements.
- d) To participate in academic and other committees as required by the Department
- e) . To ensure that all targets as agreed and set by the Institute are met.

9) Liaison

- a) To undertake such liaison with internal and external bodies as required by the Head of Program , including close collaboration with VET departments, other programs and support areas such as Teaching and Learning, Marketing, Student Acquisition.

10) Marketing

- a) To provide Department liaison/marketing/presentation programs in accordance with the requirements of the Director of Higher Education.
- b) To contribute to the Departments marketing objectives as required.

11) Quality and Student Evaluation

- a) To contribute to the implementation of the Institutes Quality policy

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- b) To participate fully in all quality inspections and visits internally and externally from professional bodies, awarding bodies and regulators (eg: TEQSA), and to provide information as required in the required format and within the set time scale.
- c) To implement as required Institute quality procedures.
- d) To actively engage in and fully participate in student and program evaluation as required.

12) Research and Consultancy

- a) To undertake such research and study as may be appropriate to maintain the course provision at a consistent level of excellence within available resources.
- b) To undertake any individual or collaborative consultancy work deemed by the Department to be appropriate to the duties of the post.

13) Teamwork

- a) To work as an effective program, area, department, and college team member respecting the rights and interests of others.

Key Relationships

Internal

Department of Higher Education
Program Managers
Head of Programs Leading Teachers
Non-teaching staff
Teachers
Administrators
Functional Head

External

Apprentices (if applicable)
Students
Relevant Industry Bodies
Relevant Government Bodies
Community Groups
International Partners
Accreditation authorities/ Regulators

Key Performance Indicators (KPI)

To be developed with the Department Manager and Head of Program

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Key Selection Criteria

- 1) At least a Master's degree in a relevant Accounting discipline, ideally with current enrolment and satisfactory progression in a doctorate qualification in Accounting
- 2) A record of academic excellence, evidenced by an outstanding contribution to teaching at a tertiary level in the discipline represented.
- 3) Demonstrated evidence of original publication in academic journals and /or membership of an appropriate professional association.
- 4) Significant relevant professional experience in an appropriate area within the Accounting sector in Australia
- 5) Proven experience in development and review of programs, curriculum and assessment materials in line with regulatory and professional guidelines
- 6) Demonstrated evidence of knowledge of TEQSA standards pertaining to accreditation and audits in the Higher Education sector
- 7) Knowledge and experience of delivering programs in collaboration with domestic and international academic partnerships as well as oversight of offshore program delivery
- 8) Highly developed interpersonal and communication skills including the ability to liaise well with other academics and executives and to represent the Department on various board and committees within the Institute

Behavioural Competencies

At Melbourne Polytechnic all staff will behave in accordance with our Values of:

- Authenticity
- Shared Commitment
- Future Focus
- Operational Excellence
- Courage
- Ownership

Safety Issues Significant to the Position

Manual handling and extensive use of keyboard operation and visual display unit, as it relates to an office environment.

Health and Safety

All employees are responsible for:

- Compliance with the Institute policy, safety systems and applicable health and safety legislation and regulations
- Reporting any and all conditions or unsafe practices that may affect the health of employees or others to management promptly
- Recommending improvements to health and safety practices

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- Adopting safe work practices that comply with health and safety requirements and must not willfully place at risk the health and safety of any other person in the workplace
- Assisting in timely completion of any corrective action in accordance with reporting/investigation procedures
- Participating in relevant health and safety induction, training and other relevant activities
- Using and maintaining all safety equipment provided

Sign Off

Employee's Name

Department Manager's Name

Employee's Signature

Department Manager's Signature

Date: / /

Date: / /