### Position Description

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Teacher, Building Design</th>
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<tbody>
<tr>
<td>Department:</td>
<td>Design</td>
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<table>
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<tr>
<th>Position Reports to:</th>
<th>Head of Department</th>
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<table>
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<tr>
<th>Direct Reports:</th>
<th>Nil</th>
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<table>
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<tr>
<th>Time Fraction:</th>
<th>1.0</th>
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<tr>
<th>Employment Type:</th>
<th>Contract 12 months</th>
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<tr>
<th>Location:</th>
<th>You are employed to work at Melbourne Polytechnic, a multi-campus institution. Accordingly you agree to work at any location where Melbourne Polytechnic conducts its business at the direction of the Manager responsible for your area.</th>
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### 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

Plan, develop and evaluate teaching programs and resources, maintain appropriate records and teach and assess students within the ‘Building and Construction’ section of the Design Drafting and Interior Fittings department as scheduled.

### Key Responsibilities

- Plan and conduct lessons and programs to ensure the successful delivery of courses in the Design Drafting and Interior Fittings department program profiles and carry out support duties relevant to the Building Design section of the department.

- Develop student learning packages, projects and associated materials through the continual evaluation of existing and projected courses.
• Participate in departmental meetings and state-wide curriculum committees and liaise with industry and community organisations as directed.

• Identify and introduce strategies to assist students experiencing learning difficulties.

• Contribute to the administration of the department and teaching programs by:
  - Identifying requirements for staff development and participating in staff development activities;
  - Providing interim and annual reports of students’ results;
  - Continually maintaining class roles in compliance with the institute quality guidelines.
  - Selecting and assessing intending students;
  - Implementing new technologies within the department;
  - Identifying resource requirements;
  - Participating in curriculum development;
  - Responding to enquiries on courses and training.

**Key Relationships**

**Internal**
Head of Department
Senior Educator
Melbourne Polytechnic Management and Staff

**External**
Key Industry Personal Employers
Industry Associations

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<tr>
<th>Key Performance Indicators (KPI)</th>
<th>Measures</th>
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<td>To be agreed with the Head of Department</td>
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**Key Technical Competencies**

1. Excellent written and communication skills and demonstrated ability in the application of MS Office programs and other computer technology related to or used in the Building Design Industry.

2. Ability to deliver related subjects for Certificate IV and above level programs within the scope of the department.
3 A sound knowledge of the diverse areas within the Building Construction Industry (particularly the Building Design and Technology sector), together with a high level of knowledge and experience.

4 Demonstrated ability to work in teams and the capacity to plan, schedule and meet agreed deadlines in the completion of duties.

5 Developed skills in teaching or supervising, including the ability to select and use a wide range of teaching and assessment strategies appropriate to a diverse student population and the competency standards required.

6 Commitment to Occupational Health and Safety, Anti-Discrimination, Quality Assurance and Continuous Improvement.

**Behavioural Competencies**

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

- Quality
- Fairness
- Integrity
- Collaboration
- Respect For The Individual
- Respect For The Environment
- Creating Opportunity Through Effort
- Personal Growth Through Knowledge

**Limits of Authority**

No budget controlled by this position

**Qualifications, Licenses and Experience**

A Degree, Associate Diploma or Diploma relevant in both content and academic level to Building Design or (Architectural Design) Industry, plus industrial experience. A certificate IV in Training & Assessment (or equivalent). A course of teacher training accredited at AQF level 5 (Diploma), which included supervised teaching practice and studies in teaching methodology or equivalent would be an advantage.

**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
- Adopting safe work practices that comply with health and safety requirements and must not wilfully 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

**Managers must also:**
- Ensure all appropriate actions are taken to implement health and safety policies and procedures and legislative requirements
- Accept operational responsibility for health and safety performance within work areas under their control
- Where immediate resolution to a risk cannot be achieved and the threat to health and safety is immediate direct that work must cease.
- Ensure all issues raised and the handling of health and safety matters are treated seriously and sympathetically under the strictest confidence.
- Effectively communicate Health and Safety Policies, procedures and workplace issues with senior management and employees
- Support Health and Safety Representatives and First Aid Officers in fulfilling their responsibilities
- Ensure employees are provided with information, instruction, training and supervision to enable them to perform their work safely.
- Consult with employees and their Health and Safety Representatives on matters relating to workplace health and safety.
- Ensure health and safety responsibilities are included in all employees’ Position Descriptions under their control.
- Ensure health and safety performance and compliance is monitored at Site level and regularly reported to the CEO.

**Sign Off**

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<th>Employee’s Name</th>
<th>Department Manager’s Name</th>
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<tr>
<th>Employee’s Signature</th>
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