

## POSITION DESCRIPTION

<b>Position Title:</b>	Lecturer (Parental Leave Cover)
<b>Remuneration:</b>	\$96,393 gross per annum (based on a 5-day working week) + 12% Superannuation (If part-time salary will be pro-rated.)
<b>Award Level:</b>	Academic Level A-8
<b>Employment Type:</b>	Part-Time (3 days per week)
<b>Term of contract:</b>	Fixed-Term (12 months)
<b>Award:</b>	Educational Services (Post-Secondary Education) Award 2020
<b>Business Unit:</b>	Learning & Innovation

### OBJECTIVE

This role will contribute to Learning and Teaching at NIDA as an educator and coordinator of the Commons Subjects which are compulsory for all BFA/MFA students. The Lecturer will share the responsibility for providing academic support and developing curriculum as well as involvement in a broad range of activities related to program and course planning. This includes the management of student projects, timetabling, and assessment logistics. The Lecturer is also responsible for interpreting and implementing quality assurance policy and procedures and share the responsibility for maintaining course material in the Learning Management System (Canvas). This role encompasses a commitment to continuous improvement including curriculum review and renewal in alignment with NIDA's strategic priorities and the students' overall educational experience. The Lecturer reports directly to the BFA/MFA Common Subjects Course Convenor.

### KEY ACCOUNTABILITIES

- Support the delivery of the MFA/BFA Common Subjects throughout the academic year.
- Work with the Common Subjects Course Convenor and Common Subjects Team to develop the curriculum, course content and assessment structure.
- Share in the management and support of a large team of casual lecturers/tutors by contributing to the organisation of induction sessions, information packs, weekly debrief meetings and ongoing communications during term time.
- Tutoring in teaching terms and coordinating subject delivery in collaboration with the Common Subjects Team.
- Involvement in marking and moderating BFA assessments.
- In collaboration with the Course Convenor manage the contracting and scheduling of casual staff, booking rooms, and coordinating with AV for technical set-ups for course delivery.
- Work with the Common Subjects Team to liaise with NIDA's Accounts Department regarding remuneration of casual staff and visiting guests.
- Work with the Common Subjects Team to update the Learning Management System (CANVAS) with course content and assessment information.
- Communicate and collaborate with the First Nations Team and academic staff in the development of subject outlines, rubrics and material for use in lesson planning and delivery.

- Collaboration with the Common Subjects team to process student feedback and casual lecturer/tutor feedback for continuous improvement of the subjects and contribute information for monitoring via the Course Management Report.
- Coordinate an approach to the weeklong intensive second year BFA subject Student Led Project in collaboration with the Course Convenor and Common Subjects Team.
- Work with the Digital Learning Designer to input grades into Paradigm.

## KEY PROFESSIONAL RELATIONSHIPS

**Reports to:** Senior Lecturer and Course Convenor - Common Subjects

**Supervises:** Co-supervision of casual tutors and Lecturers.

**Internal:** N/A

**External:** Guest speakers and Industry Professionals.

## SELECTION CRITERIA

### Essential:

- Current Working with Children Check.
- Experience in teaching at a tertiary level and delivering quality learning experiences. The ability to foster positive and inclusive learning environments for tertiary level students.
- Practical and theoretical knowledge of contemporary performing and/or screen-based arts, including emerging technologies and their contexts.
- Postgraduate qualification or equivalent in the dramatic arts whether stage, screen or across cognate disciplines.
- Experience in collaborating with a team to deliver quality learning experiences and foster a positive and inclusive learning environment for tertiary level students.
- Excellent interpersonal, oral, and written communication skills.
- Demonstrated knowledge of the tools and processes of digital pedagogy, effective teaching strategies and academic administration.
- Advanced project management skills including proven ability to meet competing deadlines and work effectively under pressure.
- Experience working collaboratively within a small team environment and across a large organisation.
- Experience and aptitude across a wide range of existing and emerging administrative tools including;
  - o Advanced knowledge of Microsoft Office ie. Outlook, Excel, Word.
  - o Demonstrated experience in the use of databases and student management systems.
  - o Familiarity with online learning management systems ie. Canvas.
  - o Experience with electronic records management systems
- Knowledge, experience, and interest in the creative industries.
- Experience with and/or willingness to engage with practices that support an inclusive environment for marginalised people.

### Desirable:

- Experience in a not for profit and/or government or educational environment.

## CONTINUOUS REVIEW

This Position Description may be reviewed and updated on a regular basis to reflect changes in the requirements of the position.

We are committed to creating an inclusive and supportive environment. If you require any reasonable adjustments during the application or interview process, please don't hesitate to email us at: [peopleandculture@nida.edu.au](mailto:peopleandculture@nida.edu.au)