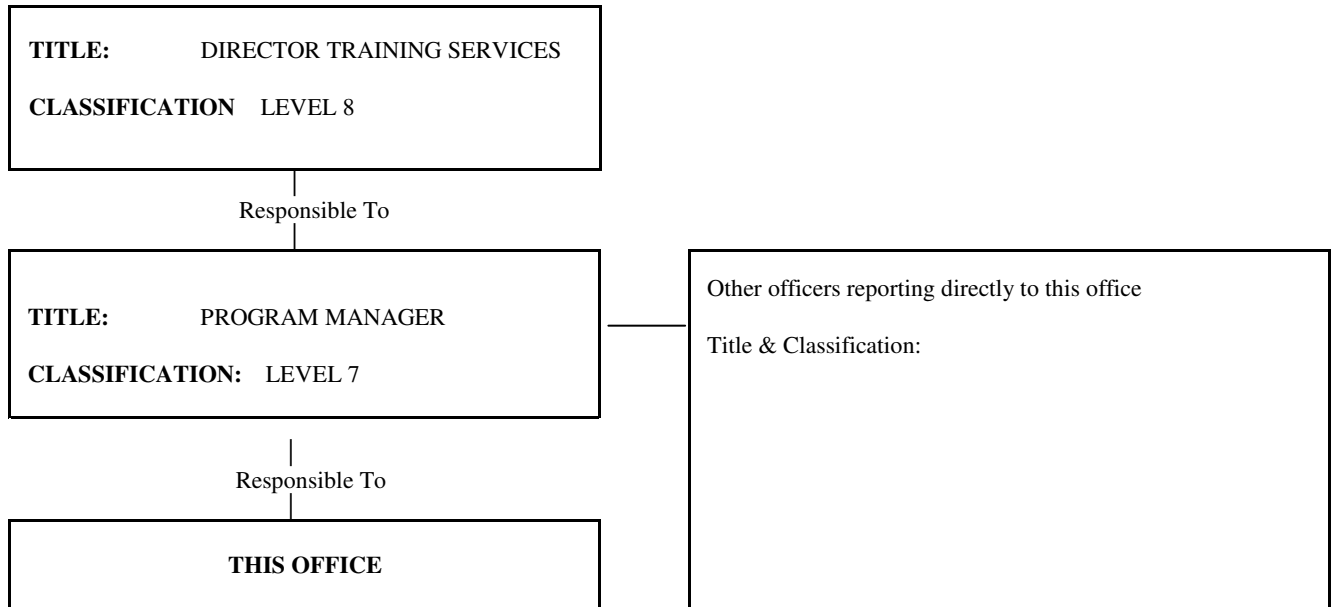


JOB DESCRIPTION FORM

SECTION 1 - OFFICE IDENTIFICATION

	EFFECTIVE DATE OF DOCUMENT														
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:15%;">ORGANISATION</td> <td>CHALLENGER INSTITUTE OF TECHNOLOGY</td> </tr> <tr> <td>DIVISION</td> <td>TRAINING SERVICES</td> </tr> <tr> <td>BRANCH</td> <td>SUSTAINABILITY & PRIMARY INDUSTRIES</td> </tr> <tr> <td>SECTIONS</td> <td>HORTICULTURE</td> </tr> </table>	ORGANISATION	CHALLENGER INSTITUTE OF TECHNOLOGY	DIVISION	TRAINING SERVICES	BRANCH	SUSTAINABILITY & PRIMARY INDUSTRIES	SECTIONS	HORTICULTURE	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:65%;">CLASSIFICATION Lecturer</td> <td style="width:35%;">OFFICE NO.</td> </tr> <tr> <td colspan="2" style="text-align: center;">TITLE Lecturer Arboriculture</td> </tr> <tr> <td>SALARIES AGREEMENT/AWARD</td> <td>WA TAFE Lecturers' General Agreement 2008</td> </tr> </table>	CLASSIFICATION Lecturer	OFFICE NO.	TITLE Lecturer Arboriculture		SALARIES AGREEMENT/AWARD	WA TAFE Lecturers' General Agreement 2008
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CLASSIFICATION Lecturer	OFFICE NO.														
TITLE Lecturer Arboriculture															
SALARIES AGREEMENT/AWARD	WA TAFE Lecturers' General Agreement 2008														

SECTION 2 - REPORTING RELATIONSHIPS



Officers under <u>direct</u> responsibility		
Title: NIL	Classification	Number of FTE's under Supervision and Control: NIL

SECTION 3 - KEY RESPONSIBILITIES

Teach, facilitate learning, assess and mentor students in accordance with relevant curriculum and/or training package requirements. Keep abreast of technological and other developments in their field through professional development to provide up-to-date information and advice to the Institute and industry where appropriate.
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SECTION 4 – STATEMENT OF DUTIES

EFFECTIVE DATE OF DOCUMENT

TITLE	LECTURER ARBORICULTURE	CLASSIFICATION	Lecturer	OFFICE No.	
BRIEF SUMMARY OF DUTIES TO BE PERFORMED LISTED IN DESCENDING ORDER OF IMPORTANCE					
Duty No	Details			Freq	%
	<p>The role of a Lecturer requires the performance of a range of lecturing, professional duties and activities relating to delivery, including but not limited to:</p> <p>Lecturing Duties Lecturing duties involve:</p> <ul style="list-style-type: none"> • The delivery of quality education and training. • Engaging students in the learning processes. • Workplace training and workplace assessment. <p>Lecturing may involve using a variety of:</p> <ul style="list-style-type: none"> • Learning environments, including but not limited to: <ul style="list-style-type: none"> ○ Classrooms, ○ Workshops, ○ Industry, ○ In the field • Delivery strategies and methodologies • Appropriate delivery methods <p>Professional Activities (PA)</p> <ul style="list-style-type: none"> • Program advice to students and potential students. • Specialist assistance to facilitate students' learning. • Administration of students and resources. • Recognition of Prior Learning (RPL) assessment. • Development and maintenance of educational/training programs and learning resources. • Implementation of new technologies and techniques. • Identification of industry/community requirements in relation to delivery of programs. • Participation in the conduct of training needs analysis and skills audits. • Identification of professional development needs. • Identification of resource needs. • Membership of committees and networking within the Institute and industry. • Undertake professional development, including return to industry. • Or as otherwise agreed. <p>Activities Related to Delivery (ARD) Activities Related to Delivery are those activities that assist in the delivery of quality education and training within the lecturer's own teaching program.</p> <p>ARD involves:</p> <ul style="list-style-type: none"> • Planning • Preparation • Marking • Making professional decisions associated with the delivery and assessment of modules within the lecturer's own teaching program. • Other activities related to the delivery of training. 				

FREQUENCY: D - Daily; W - Weekly; F - Fortnightly; R - Regularly; O - Occasionally; A - Annually.

TITLE LECTURER ARBORICULTURE

CLASSIFICATION Lecturer

OFFICE NO.

RELEVANT SKILLS & ABILITIES

Able to demonstrate:

ESSENTIAL:

- Current technical knowledge and competencies in Arboriculture.
- At least 5 years of vocational or lecturing experience relevant to Arboriculture.
- Well developed written and verbal communication skills
- Well developed organisational skills, including the ability to work in a team environment
- Demonstrated ability to facilitate and encourage learning using several modes of delivery
- Demonstrated initiative and self motivation
- Ability to demonstrate an understanding of Equal Opportunity principles and develop appropriate strategies to incorporate these into the learning environment
- Understanding of and experience using information technology (e.g. word processing, internet and spreadsheets)

Minimum Qualifications

- It is preferred that applicants already possess a Certificate IV in Training & Assessment (or higher recognised teaching qualification) or can demonstrate progression towards the Certificate IV in Training & Assessment. However, applicants without the above are still eligible to apply but must obtain the Certificate IV in Training & Assessment within their first 2 years of employment.
- Diploma of Horticulture (Arboriculture), or equivalent, or higher.

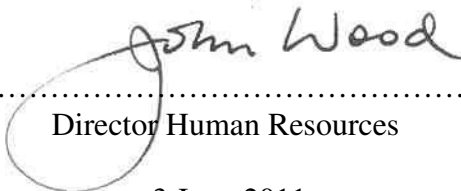
SECTION 6 - APPOINTMENT FACTORS**EFFECTIVE DATE OF DOCUMENT**

3/6/2011

TITLE	LECTURER ARBORICULTURE	CLASSIFICATION	Lecturer	OFFICE NO.	
LOCATION AND ACCOMMODATION State location. If accommodation is available give details such as department/GEHA, free/rental, etc.		LOCATION CHALLENGER INSTITUTE OF TECHNOLOGY			
		ACCOMMODATION Nil			
ALLOWANCES/SPECIAL CONDITIONS State allowances and conditions applicable					
SPECIALISED EQUIPMENT OPERATED Specify type of equipment, make and model, operated.					

SECTION 7 - CERTIFICATION**Certification**

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

 Director Human Resources 3 June 2011
