

Strategic Projects Fellow

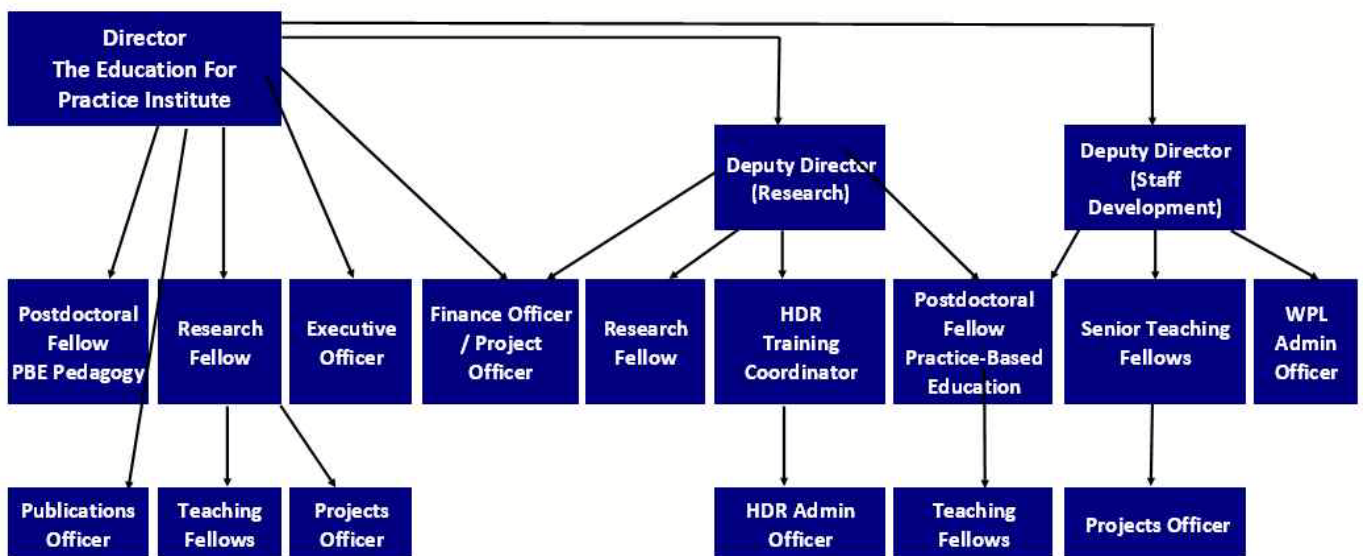
The Education For Practice Institute

Position Number	641152
Campus	CSU-Sydney
Classification	Level B
Special Conditions	Nil
Nature of Employment	Fixed term
Employee Contribution to Superannuation	7% (flexible contribution options available)
Employer Contribution to Superannuation	17%
Workplace Agreement	Charles Sturt University Enterprise Agreement 2010 - 2012
Date Last Reviewed	January 2013

Organisational Environment

The Education for Practice Institute (EFPI) is part of a University with a strong tradition of preparing graduates to enter the world of practice. This involves providing high quality education that socialises students into their community of practice. The MISSION of The Education for Practice Institute is to advance practice-based education at Charles Sturt University. Major activities of the Institute include: organisational development, working with staff to enhance practice-based education, research and research supervision, and networking with local and international partners. EFPI operates within the Office of the Deputy Vice-Chancellor (Academic). This Office is responsible for the activities of the Faculties and the learning support divisions of the University.

EFPI ORGANISATIONAL CHART



Reporting Relationships

This position reports to: Director, Education for Practice Institute

Position Overview

Located in the Education For Practice Institute, the Strategic Projects Fellow will have a strong background in workplace learning in higher education. The appointee will manage a range of workplace learning projects to address the Institute's goals of promoting workplace learning at CSU. This position will involve teaching in the form of implementing staff development programs and mentoring teaching fellows and participation in research and development projects in the Institute. The Fellow's roles will be undertaken at the Sydney Olympic Park CSU offices, on other campuses and in relevant venues linked to the projects undertaken.

Principal Responsibilities

- Support the Director in the management and implementation of WPL Strategic Initiative Research and Development Projects
This would involve:
 - collaborative and independent project development and management
 - independent high level data collection; this may include data collection in distant sites
 - data analysis and report writing
 - development of budgets and grant applications
 - supervision of work of assistants
 - providing information to update project websites
 Result – Successful implementation of projects, written reports on projects
- Participate in staff development activities to promote quality practice-based education and WPL by CSU staff
This would involve:
 - design of activities/programs for staff development
 - workshop implementation, teaching
 - program evaluation
 - preparation of materials and media linked to staff development including web-based materials
 Result – successful staff development activities, positive feedback from participants
- Represent EFPI in CSU projects and committees

- Participate in the training and supervision of higher degree research students
- Other duties as required

Capabilities

The appointee will have a strong background in the teaching and implementation of workplace learning and the implementation/management of research and development projects. In addition experience in staff/student research training programs is expected. Capacity to write strong and credible project and funding proposals is essential, including literature background, project design and budgets. Capacity to work well with junior colleagues (e.g. admin/research assistants) and senior colleagues (e.g. senior academics) is essential. Ability to manage projects such as staff development workshops and research investigations is necessary. It would be expected that the appointee would have a research higher degree in a field that strongly related to professional education, with substantial extension of the theories and principles, normally requiring at least three years relevant graduate experience; high level problem solving, judgement and strategic planning abilities, high level interpersonal and self management skills, advanced use of theoretical education and research knowledge, competence in working independently and capacity to work in accordance with ethical and organisational policies.

Selection Criteria:

Applicants are expected to address the selection criteria when applying for this position.

Essential:

1. A doctoral or masters qualification appropriate to practice-based education/workplace learning or equivalent accreditation and standing.
2. A record of education, research/creative works or professional activity relevant to practice-based education/workplace learning, which demonstrates a capacity to make an autonomous contribution.
3. Extensive experience in workplace learning/practice-based education in university settings.
4. Extensive experience in project or program management in university settings.
5. Experience in team management.
6. High level skills in team work.
7. A sound understanding of standards and quality improvement in higher education.
8. Strong communication skills - written and oral.
9. A minimum of three years experience working as an academic in higher education institutions.

Desirable:

1. Research and publication ability.
2. Good ability to use MS Office software.
3. Good skills in information searching in relation to higher education literature and policy documents.
4. Experience in interdisciplinary education
5. A minimum of five years experience working as an academic in higher education institutions.

Further information is available from

Professor Joy Higgs
Director, The Education For Practice Institute
(02) 97529020
jhiggs@csu.edu.au

Information for Prospective Staff

Your Application

E-recruitment is the method by which CSU manages its recruitment processes and it is preferred that all applications be lodged using this method. Please refer to www.csu.edu.au/jobs/

If intending applicants are unable to access this website, please contact the HR Service Centre on 02 6338 4884 or 1800 688 117.

Staff Benefits

CSU is committed to providing an employment environment that fosters teamwork, innovation, reflective practice, continual learning, knowledge sharing and opportunities for staff to achieve their full potential. CSU is committed to providing a flexible working environment that encourages employees to live a balanced lifestyle, combining work and family responsibilities.

To find out more: <http://www.csu.edu.au/jobs/benefits/>

Essential Information for Staff

- All employees have an obligation to comply with all the University's workplace health & safety policies, procedures and instructions and not place at risk the health and safety of any other person in the workplace;
- All employees are required to be aware of and demonstrate a commitment to the principles of equal opportunity in the workplace;
- All employees are to ensure the creation and maintenance of full and accurate records of official University business adheres to the University's Records Management Policies; and
- All employees are expected to undertake an induction program on commencement.

Further information regarding the policy and procedures applicable to Occupational Health and Safety and Equal Opportunity can be found on the CSU website <http://www.csu.edu.au/division/hr/>

Further information regarding the policies and procedures of CSU can be found in the Administration Manual at: <http://www.csu.edu.au/adminman/hum/humanresources.htm>

Further information on Delegations is available at <http://www.csu.edu.au/adminman/del/>

Code of Conduct: <http://www.csu.edu.au/adminman/hum/CodeOfConduct.doc>

CSU Enterprise Agreement 2010 -2012: <http://www.csu.edu.au/division/hr/enterprise-agreement.pdf>