

# Position description

Greater together 

|                                              |                                                                                                                              |
|----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| Position title:                              | Lecturer / Senior Lecturer, Occupational Therapy                                                                             |
| Institute/School/Centre/<br>Directorate/VCO: | Institute of Health and Wellbeing                                                                                            |
| Campus:                                      | Gippsland Campus. Travel between campuses may be required.                                                                   |
| Classification:                              | Academic Level B or Academic Level C                                                                                         |
| Time fraction:                               | Part-time                                                                                                                    |
| Employment mode:                             | Continuing employment                                                                                                        |
| Probation period:                            | This appointment is offered subject to the successful completion of a probationary period.                                   |
| Further information from:                    | Professor Carolyn Unsworth, Head of Occupational Therapy<br>Telephone: (03) 5122 6174<br>Email: c.unsworth@federation.edu.au |
| Recruitment number:                          | JR101353                                                                                                                     |

## Position summary

Appropriate to a Level B or Level C appointment, the Lecturer, Occupational Therapy will be expected to:

- contribute to the development and delivery of occupational therapy units at undergraduate and graduate levels;
- contribute to the institute's research course by participating in research activities and developing or maintaining an active research profile; and
- contribute to the institute's administrative functions.

## Portfolio

The Institute of Health and Wellbeing operates across the three main campuses of Mt Helen (Ballarat), Berwick and Gippsland (Churchill), and comprises approximately 150 fixed term and continuing academic staff, and a range of administrative, professional and sessional staff members. The Institute offers undergraduate and postgraduate programs in exercise and sports science, nursing, midwifery, paramedicine, psychology, occupational therapy, physiotherapy, public health, speech pathology, work health and safety, and research. Research, industry collaboration and consultancy form a major aspect of the Institute's activities, with numerous partnerships established with local, state, national and international organisations.

## Background

At Federation University, we are driven to make a real difference to the lives of every student, and to the communities we serve.

We are one of Australia's oldest universities, known today for our modern approach to teaching and learning. For 150 years, we have been reaching out to new communities, steadily building a generation of independent thinkers united in the knowledge that they are greater together.

Across our University and TAFE campuses in Ballarat, Berwick, Gippsland, and the Wimmera, we deliver world-class education and facilities. With the largest network of campuses across Victoria, we are uniquely positioned to provide pathways from vocational education and skills training at Federation TAFE through to higher education.

To be successful at Federation University you must be willing to enthusiastically embrace the University's ambition as expressed in Federation University's 2040 Strategic Plan and share the University's values of:

**INCLUSION**, we champion access and equity for all, creating a welcoming, supportive environment for our diverse learners and staff.

**INNOVATION**, we innovate to transform, embracing new ideas in teaching, research and operations to continually improve and stay ahead.

**EXCELLENCE**, we strive for excellence in all that we do, holding ourselves to high standards of quality, integrity and impact.

**EMPOWERMENT**, we support and trust our people, empowering learners, staff and partners to contribute, lead and succeed.

**COLLABORATION**, we are stronger together; teamwork and strong partnerships are at the heart of how we operate.

## Key responsibilities

### Level B

1. Undertake teaching and assessment of undergraduate and postgraduate students within the area of occupational therapy.
2. Develop, teach and moderate units in occupational therapy at undergraduate and graduate levels.
3. Undertake research activities.
4. Supervise students undertaking project units and honours courses.
5. Supervise research higher degree students.
6. Participate in team projects and various committees as required.
7. Contribute to the administrative functions of the institute.
8. Other responsibilities applicable to a Level B academic under current minimum standards for Academic Levels, as assigned by the Pro Vice-Chancellor and Deputy Dean.

### Level C

1. Provide leadership in developing, teaching, coordinating, and moderating units in occupational therapy at undergraduate, honours and graduate levels.
2. Undertake teaching and assessment of undergraduate and postgraduate students within the area of occupational therapy.
3. Supervise students undertaking project units, honours courses and research higher degrees.
4. Making a significant contribution to research activity within the institute.
5. Participate in team projects and various committee meetings as required.
6. Contribute significantly to the administrative functions of the institute undertaking and overseeing broad administrative functions within the institute.
7. Other responsibilities applicable to a Level C academic under current minimum standards for Academic Levels, as assigned by the Pro Vice-Chancellor and Deputy Dean.

### Applicable for appointments at both levels

1. Embed effective risk management practices to ensure continuous service delivery. Participate in training and exercises to remain prepared for potential disruptions.
2. Undertaking the responsibilities of the position adhering to:
  - the Staff Code of Conduct, Child Safe Code of Conduct, and Conflict of Interest Policy and Procedure;
  - Equal Opportunity and anti-discrimination legislation and requirements;
  - the requirements for the inclusion of people with disabilities in work and study;
  - Occupational Health and Safety (OHS) legislation and requirements; and
  - Public Records Office of Victoria (PROV) legislation.

### Level of supervision and responsibility

#### Level B

The Lecturer, Occupational Therapy will work independently in the conduct of teaching and research activities, and be an active contributor to administrative functions within the institute.

#### Level C

The Senior Lecturer, Occupational Therapy will be expected to work independently in the conduct of teaching and research activities, and assume a leadership role within the institute in one or more of the areas of teaching, research and administration.

### Position and organisational relationships

#### Level B

The Lecturer, Occupational Therapy will work under the broad direction of the Pro Vice-Chancellor, Deputy Dean and Head of Occupational Therapy, and work as part of the institute's team of academic and administrative staff.

#### Level C

The Senior Lecturer, Occupational Therapy will work under the broad direction of the Pro Vice-Chancellor, Deputy Dean and Head of Occupational Therapy, and work as part of the institute's team of academic and administrative staff.

### Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following key selection criteria:

#### Level B

#### Training and qualifications

1. The Lecturer, Occupational Therapy will hold at least a master's degree.
2. Current unrestricted registration as a Registered Occupational Therapist or Physiotherapist with Australian Health Practitioner Regulation Agency (AHPRA).
3. All University positions must hold a valid Working with Children Check (WWCC) or hold a current registration with the Victorian Institute of Teaching (VIT).

#### Experience, knowledge and attributes

4. Commitment to scholarship and a potential for academic advancement.
5. Demonstrated commitment to and enthusiasm for teaching, and a good teaching record.
6. Previous experience in academic administration, including the administration of units.
7. Evidence of research expertise and a demonstrated capacity and preparedness to achieve an active research profile in the field of occupational therapy.

8. Evidence of an ability to work collegially.
9. Demonstrated interpersonal, oral and written communications skills and an ability to relate well to students and other University staff.
10. A capacity to contribute to the supervision of honours and graduate students.
11. Demonstrated ability to develop and implement a student-centred approach with a focus on student educational experience and success.

### Level C

#### Training and qualifications

1. A doctoral qualification is required.
2. Current unrestricted registration as a Registered Occupational Therapist or Physiotherapist with Australian Health Practitioner Regulation Agency (AHPRA).
3. All University positions must hold a valid Working with Children Check (WWCC) or hold a current registration with the Victorian Institute of Teaching (VIT).

#### Experience, knowledge and attributes

4. Demonstrated commitment to and enthusiasm for teaching and learning, and a good teaching record.
5. Demonstrated record of research at a national level.
6. Demonstrated capacity to supervise honours and research postgraduate students.
7. Capacity to work independently, as well as part of a team.
8. Organisational and administrative abilities necessary for the construction, coordination and administration of units.
9. Substantial University administrative experience.
10. Excellent interpersonal, oral and written communications skills and an ability to relate well to students and other University staff.
11. Demonstrated commitment and ability to develop and implement a student-centred approach with a focus on student success, including the ability to monitor student success initiatives.

#### Applicable for appointments at both levels

1. Knowledge and understanding of the needs, including learning needs, of a diverse range of students, including those with disabilities.
2. Demonstrated working knowledge and application of the Child Safety Standards.
3. Demonstrated knowledge and application of appropriate behaviours when engaging with children, including children with a disability and from culturally and/or linguistically diverse backgrounds.

***The University reserves the right to invite applications and to make no appointment.***

*It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.*

### Key Minimum Standards for Academic Levels (MSALs)

#### Teaching and research academic staff

##### Level B

A Level B academic will undertake independent teaching and research in his or her discipline or related area. In research and/or scholarship and/or teaching a Level B academic will make an independent contribution through professional practice and expertise, and coordinate and/or lead the activities of other staff, as appropriate to the discipline.

A Level B academic will normally contribute to teaching at undergraduate, honours and postgraduate level, engage in independent scholarship and/or research and/or professional activities appropriate to his or her profession or discipline. He or she will normally undertake administration primarily relating to his or her activities at the institution and may be required to perform the full academic responsibilities of and related administration for the coordination of an award program of the institution.

##### Level C

A Level C academic will make a significant contribution to the discipline at the national level. In research and/or scholarship and/or teaching he or she will make original contributions, which expand knowledge or practice in his or her discipline.

A Level C academic will normally make a significant contribution to research and/or scholarship and/or teaching and administration activities of an organisational unit or an interdisciplinary area at undergraduate, honours and postgraduate level. He or she will normally play a major role or provide a significant degree of leadership in scholarly, research and/or professional activities relevant to the profession, discipline and/or community and may be required to perform the full academic responsibilities of and related administration for the co-ordination of a large award program or a number of smaller award programs of the institution.

*The standards are not exhaustive of all tasks in academic employment, which is by its nature multi-skilled and involves an overlap of duties between levels.*

Federation University Australia  
Union Enterprise Agreement  
Academic and General Staff Employees  
2023–2026