POSITION DESCRIPTION – SCHEDULE A

DOCUMENT PURPOSE

The purpose of this position description document is to provide you with a clear understanding of your role, and how that role fits within Melbourne Institute of Technology (MIT) as an organisation.

This document provides an outline of your key areas of accountability and desired outcomes from satisfactory performance of the role. It does not provide an exhaustive list of tasks and activities that are required to be performed to fulfil the role.

POSITION DETAILS

Position Title:	Casual Lecturer / Tutor
School / Division:	School of Information Technology and Engineering (SITE) / School of Business (SOB)
Campus:	Melbourne or Sydney

MIT VISION AND GOALS

MIT: A proud history, a confident future

Founded in 1996, Melbourne Institute of Technology (MIT) has provided outstanding, employment-focused degrees in Business and ICT for almost 30 years.

MIT grew to over 4,000 students prior to the onset of the Covid-19 pandemic. Like all higher education institutions, MIT was impacted by the closure of international borders triggered by the pandemic.

Since the reopening of international borders, confidence has returned to the international student market. MIT's high-quality student programs and organisational agility will enable it to renew its growth trajectory, achieve University College status, and lay the foundations for the next decade of success.

Vision

MIT aspires to be one of the leading providers of industry-engaged, employment-focused higher education programs, equipping students with the knowledge, skills, and opportunities to build successful careers.

Mission

MIT inspires students and helps them create their future through employment-focused educational programs. These are developed and delivered in collaboration with industry, and underpinned by excellence in learning and teaching, scholarship and research.

Values

- Excellence;

- Integrity;

- Accountability

- Transformational Change, and

- Agility

MIT's overarching goals are to:

- Become one of the top 20 higher education institutes in Australia for high-quality student experiences and learning outcomes

- Attain Self-Accrediting Authority status during 2023

- Progress towards achieving University College status by2027

- Capitalise on the reopening of international borders to rebuild student numbers: achieve pre- pandemic EFTSL levels by 2025 and 5-10% growth per annum thereafter

- Achieve student satisfaction and graduate employment outcomes equal to or above industry averages in all courses

- Be renowned for excellence in industry-engaged learning with all students engaging with industry as part of their course

- Continue to deliver outstanding, student-centric support services

- Be recognised as a high-performing employer of choice

MIT ORGANISATIONAL STRUCTURE

MIT business model comprises four (4) key focus areas as guided by its vision: Academia, Finance, Marketing, and Operations. Our organisational structure is designed to ensure each of these areas is fully resourced.

Our Executive Management Committee (EMC) is responsible for the development of our strategic plan and effective implementation of strategies across all business areas. It comprises our:

- Chief Executive Officer,

- Managing Director,

- Group General Manager and Human Resources Director (pro tem) and

- Executive Dean

DEPARTMENTAL CONTEXT

School of Information Technology and Engineering (SITE)

The School of Information Computer Networking and Engineering (SITE) offers a number of courses at undergraduate and postgraduate level including Bachelor of Networking (Major in Cyber Security); Master of Networking (Major in Cyber Security); Bachelor of Networking; Master of Networking;

Master of ICT Research; Bachelor of Engineering Technology Telecommunications; Master of Engineering (Telecommunications); Bachelor of Data Analytics; Master of Data Analytics; Bachelor of Networking (Major in Software Engineering); Master of Data Analytics (Major in Software Engineering).

School of Business (SOB)

The School of Business (SOB) offers a number of undergraduate and post-graduate Courses including Bachelor of Business (Major in Accounting); Master of Professional Accounting; Master of Business Research; Bachelor of Business (Major in Marketing); Bachelor of Business (Major in Management); Bachelor of Business (Major in Digital Marketing); Bachelor of Business (Major in Digital Marketing).

One of the major aims of both Schools is establishing the culture of shared values, attitudes and strategies to further the MIT Goals of producing competent, work-ready graduates for a number of business professions. The main objectives of the MIT Schools include but are not limited to:

- Maximising the retention and success ofstudents,

- Employ and manage academic and administrative staffing at appropriate levels to develop, maintain and deliver innovative programs

- Managing the development and implementation of policies and procedures for student admissions, assessment, completion and other relevant areas

- Establishing a departmental committee structure which will enable input from staff, students and relevant external bodies and industryinvolvement

- Developing and maintaining programs and curriculum that are innovative and connect theory and practice

RESPONSIBILITIES

Delivery of programs at degree and Masters level, providing academic and administrative leadership and consultative and coordination tasks. The responsibility incorporates the areas as set out below

Area	Outcomes
Delivery of units/courses	- Conduct lectures and tutorials - Update and maintain the intellectual property of the units being taught - Ensure marking of assignments/exams and results in a professional and timely manner - Liaise regularly with program manager and/or coordinator - Attend academic meetings when requested - Participate in student's review of grades - Provide consultation and assistance to students - Attend Professional Development activities to keep up to date with the scholarship of teaching & learning - Engage in research and professional activities appropriate for the discipline - Contribute to administrative functions as required - Attend induction program at the start of each semester

PERFORMANCE MANAGEMENT SCHEDULE B

Staff performance is managed in accordance with MIT Performance Management System which incorporates:

- Regular performance reviews

- Ongoing feedback

- Identification of professional development needs and provision of support

Focus area	Measure - example
Student recruitment and retention	Student survey and statistics
Efficient systems and procedures	Response times for counselling services and solving issues
Relationships	Survey results – staff, student
Delivery of courses/units	Survey results – staff. student

KEY SELECTION CRITERIA
Application letter and/or resume must address the qualification/knowledge/experience/attributes section under the key selection criteria

Qualifications: Include all educational and training qualification, professional membership,	Requirement
1. A Masters degree or equivalent. A PhD qualification is preferable For teaching Masters courses, a doctorate or equivalent professional experience	Mandatory

Knowledge/Experience/Attitude/Skills	
2. Three years teaching experience at the tertiary level as well as relevant industry experience	Mandatory
3. Excellent communication skills both oral and written	Mandatory
4. Evidence of professional development and/or scholarship activities	Mandatory
5. Evidence of development and implementation of innovative teaching practices and programs	Highly desirable
6. Excellent interpersonal skills and demonstrated ability to work effectively and consultatively in teamwork environment	Highly desirable
7. Demonstrated commitment and enthusiasm for teaching and a quality teaching evaluation and/or record	Highly desirable
8. Knowledge and understanding of the needs of a diverse range of students both domestic and international	Highly desirable
9. Organisational and administrative abilities necessary for coordination and administration of units/courses	Highly desirable