

## POSITION DESCRIPTION

<b>Position Title</b>	Lecturer – Nursing
<b>Position No</b>	
<b>Department</b>	Nursing
<b>Faculty/Centre</b>	Health Science, Community & Social Studies
<b>Classification</b>	Higher Ed. Lecturer 1 to 5 (H.EDL1 to H.EDL5)
<b>Prepared By</b>	Dean - Faculty of Health Science, Community & Social Studies
<b>Date</b>	March, 2024
<b>Reference No</b>	<i>(To be completed by Human Resources Department)</i>
<b>Approved By</b>	Associate Director - Human Resources
<b>Primary Objectives of Position</b>	<ol style="list-style-type: none"> <li>1. Provide teaching and subject coordination within the Bachelor of Nursing and assist in the development of Holmesglen as a 'centre of excellence' in nursing education.</li> <li>2. Develop, implement and facilitate contemporary, evidence-based, teaching and learning methodologies to maximise student learning outcomes.</li> <li>3. Facilitate the integration of theory through active participation in cross-functional teaching teams and contribute to the growth and development of Institute nursing programs.</li> <li>4. Develop and maintain effective relationships and partnerships with industry, professional bodies and the wider community.</li> </ol>
<b>Manager/Supervisor</b>	<p>Head of School – HE Nursing Programs</p> <p>In relation to the requirements of the position there may be a need to functionally report to the Course Coordinator – Bachelor of Nursing</p>
<b>Subordinates (Where Applicable)</b>	Not Applicable
<b>Internal Communication Requirements</b>	<p>Bachelor of Nursing:</p> <ul style="list-style-type: none"> <li>▪ The Head of School</li> <li>▪ Course Coordinator</li> <li>▪ Year Level Coordinators</li> <li>▪ BN Academic and Support Teams</li> </ul> <p>to ensure integration and maximisation of facilities and resources as well as course compliance and consistency.</p>

## **External Communication Requirements**

- Faculty Dean to ensure faculty operations effectively maintained
- Specialist support managers, and other relevant staff, to report and address operational matters and negotiate proposed solutions in relation to the Bachelor of Nursing.
- Management and staff in departments and faculties across all levels of the Institute as required to perform the duties of the position and to ensure a coordinated, effective and efficient approach to academic educational opportunities.
  
- Develop and maintain effective relationships and partnerships with:
  - Healthcare agencies
  - appropriate industry representatives and professional bodies
  - businesses and other academic institutions to support course advisory panels, guest speakers, industry based projects and course benchmarking.
- Develop and maintain appropriate networks within the Higher Education (HE) and Vocational Education and Training (VET) sectors including:
  - HE providers. public and private Registered Training Organisations (RTOs) and relevant industry organisations to maintain consistency of delivery
  - Schools and Careers Advisors
  - Industry reference committees and relevant Industry Advisory Groups and key industry stakeholders to support the quality and growth of academic programs
  - employers, industry representatives and industry regulators as appropriate
- Negotiate, consult and liaise with a wide range of organisations (government and non-government) and personnel outside the Institute, and at a variety of levels.
- Common interest groups and prospective and existing students.

## **Specific Accountabilities**

1. Assist in the teaching and coordination of subjects within the Bachelor of Nursing ensuring the highest standards of delivery and assessment.
2. Develop and implement contemporary teaching, learning and assessment strategies to encourage the development of critical thinking, problem-solving and communication skills which optimise student learning outcomes.
3. Assist with the facilitation, planning and review of curriculums.
4. Participate in cross-functional teaching teams and regular subject meetings to enable effective planning, monitoring and evaluation to occur.
5. Contribute to development and implementation of high quality course materials and assessment resources, including on-line materials, to meet subject learning outcomes.
6. Participate in the ongoing development and implementation of the Bachelor of Nursing curriculum and participate in cross-campus assessment moderation.
7. Provide relevant academic support and advice to students and refer appropriately where required.

8. Effectively monitor and evaluate subject areas to ensure compliance with Holmesglen and CSU continuous improvement policies and accreditation requirements.
9. Work collaboratively with key senior staff and academic team members to effectively address any issues arising from course and subject evaluations.
10. In collaboration with key industry partners contribute to, and participate in, the establishment of research activities within the faculty.
11. Foster a scholarly culture for academic staff within the faculty and participate in ongoing professional development as directed and/or as required to maintain professional currency
12. . Follow organisational procedures to monitor attendance and assessment and maintain student assessment records in accordance with Institute policy and procedure
13. Maintain professional knowledge and expertise through relevant literature and conferences to ensure the ongoing ability of the course to meet current and future industry needs.
14. Actively promote the Bachelor of Nursing and support the faculty to investigate marketing opportunities which increase the Institute's profile as a provider of Higher Education courses.
15. Comply with Holmesglen policies, procedures and processes, and applicable legislative and regulatory requirements, and contribute to the ongoing improvement of systems and processes.
16. Support the Institute's Strategic Plan and Vision and work to ensure that all activities align to the Institute's commitment to quality.
17. Act in accordance with Holmesglen Safety policies and procedures, including Child Safety Standards, to ensure that departmental operations comply with Occupational Health and Safety legislation.

## **Qualifications**

### **Minimum**

- Post graduate qualifications at Master's level in Nursing or related speciality area
- Recent clinical experience in general nursing and | or specialty area
- Registration with the Australian Health Practitioner Regulation Agency (AHPRA) Nurses and Midwives Board of Australia (NMBA)
- Extensive experience as a Registered Nurse in Australia

### **Preferred**

- Relevant PhD/Professional Doctorate (or demonstrated progress toward completion)
- An approved course of adult teacher training accredited at Australian Qualifications Framework (AQF) Level 8 or above

## **Knowledge**

- Demonstrated knowledge of compliance requirements, and the development and maintenance of compliance documentation, for regulatory authorities including TEQSA, ANMAC, APHRA, NMBA
- An educational professional with a sound level of theoretical, educational and operational knowledge necessary to support the achievement of educational and business objectives.

## Experience

- A sound knowledge of the delivery of Higher Education programs including articulation/pathways and the ability to understand map appropriate credit transfers.
- A thorough understanding of teaching strategies, learning materials development, and the ability to deal with students from differing and diverse backgrounds.
- Demonstrated understanding of the application of a range of adult teaching methodologies, techniques and standards appropriate to course areas.
- Knowledge of:
  - the relevant industries supported by the department
  - analysis, design and development of adult education learning solutions and life-cycle
  - curriculum/course material and on-line learning material development
  - staff selection and induction processes
  - performance review processes and the ability to undertake performance reviews with academic staff
  - industry liaison.
- An understanding of current issues and developments in the higher education and VET sectors with particular emphasis on the areas of responsibility and consequent applicability to industry.
- Marketing of courses.
- An understanding of the impact of Workplace Health and Safety and Equal Opportunity issues within the allocated areas of responsibility.
- Significant experience as an academic teacher/lecturer within a vocational or tertiary education environment, specifically at an undergraduate level in the nursing and clinical discipline areas.
- Demonstrated experience in the development and evaluation of undergraduate curriculum.
- Demonstrated clinical expertise and relevant nursing experience in the acute care and/or community and sub-acute settings.
- Substantial relevant clinical experience and relevant experience and workplace competencies in the nursing industry.
- Relevant experience in teaching, assessment and supervision at an undergraduate level and the administration of academic programs.
- Experience in the management and coordination of subjects and relevant educational resources, ideally within a tertiary education institution.
- Familiarity with timetabling arrangements and student management systems would be an advantage.
- Experience in delivering high level services to learners by providing courteous, informative and accurate responses to all enquiries as required
- Active involvement in relevant committees and/or board structures.

## Skills

- Sound educational background with high level interpersonal, organisational, management and communication skills, both written and verbal, with proven ability to establish and maintain collaborative working relationships.
- A highly skilled educational professional with acknowledged excellence in academic leadership and a demonstrated ability to continue to develop, implement and evaluate the educational areas of responsibility.
- Comprehensive knowledge of contemporary issues in nursing and health care and clinical expertise and relevant nursing experience in the acute care and/or community and sub-acute settings.
- Demonstrated ability to:
  - work with a team
  - participate in the development and implementation of new and existing courses to ensure optimum learning outcomes
  - develop and implement in-person and on-line learning activities
  - operate with a high degree of responsibility and professional autonomy
  - work under pressure whilst continuing to exercise high level judgement and sound educational decisions in an environment of competing demands
  - deal with sensitive and confidential information, as well as the ability to use initiative to identify appropriate and relevant solutions to identified issues
  - adapt to change management and continuous improvement processes.
- Significant initiative, sound judgment and reliable leadership at all times in carrying out the requirements of the position.
- Highly developed computer skills including technical competence in the use of the MS Office products as well as general database management software.
- Demonstrated ability to effectively incorporate simulation as a learning methodology within a nursing curriculum to optimise student learning outcomes.

## Key Selection Criteria

In addition to qualification requirements the incumbent will have:

1. Highly developed interpersonal, written and verbal communication skills including the ability to establish strong links with industry, to negotiate effectively and work through issues constructively with staff, students and relevant stakeholders.
2. Ability to actively engage with, develop and maintain effective relationships with teaching teams, key clinical stakeholders, professional associations and other education institutions.
3. Demonstrated understanding of undergraduate nursing curriculum and subject delivery, assessment and evaluation.
4. Sound understanding of contemporary nursing curriculum models and framework, simulation, digital technologies and tertiary teaching and learning methodologies within undergraduate nursing programs.
5. A comprehensive knowledge of contemporary issues in nursing and health care including substantial relevant general nursing and | or speciality experience

6. Demonstrated experience as a lecturer | education professional with knowledge of current issues and developments in the Higher Education (HE) and VET sectors

**Note**

- This position description describes in general terms the normal duties which the position incumbent is expected to undertake. A lecturer/teacher may be allocated duties not specifically mentioned in this document but within the capacity, qualifications and experience normally expected from people occupying positions at the teacher classification level.
- Employees attending certain workplace settings, including health and care facilities, may be required to meet mandatory vaccination obligations.
- Due to the nature of the position, there is a requirement to accommodate flexible working hours and attendance requirements.
- The incumbent may be required to perform their duties at any campus or location controlled by Holmesglen Institute or elsewhere as directed
- Holmesglen is a child safe organisation. This position requires a valid Working with Children check and National Police Records check.
- Holmesglen cultivates a workforce that embraces and values student voice and partnership.