

Position Description



Lecturer – Bachelor of Sports Media and Sport Business

Portfolio/Faculty	Faculty of Higher Education and Applied Research
Department/Workgroup	Higher Education
Position No.	
Reports to:	Head of Department, Higher Education Programs
Classification	Higher Education Lecturer (H.EDL1 to H.EDL5)
Direct reports:	Not applicable
Date:	November, 2024

Portfolio/Faculty Overview

Holmesglen's Faculty of Higher Education and Applied Research is dedicated to fostering academic excellence, innovation, and applied learning across a diverse range of disciplines including business, accounting, fashion design, hospitality management, information systems, sports media and sport business. The faculty is committed to providing high-quality education that equips students with the skills, knowledge, and practical experience necessary to succeed in their chosen fields

Department/Workgroup

The Higher Education department administers and facilitates student learning by adopting the most contemporary and engaging methods of teaching and delivering content for the sport industry. This can include the use of technology, hands-on activities, group projects, case studies, and interactive discussions. By creating a dynamic and collaborative learning environment, the position encourages students to engage with the material and apply their knowledge to real-world situations.

The department supports incorporating industry engagement and applied learning opportunities, for students can gain practical, hands-on experience and develop a deep understanding of the subjects they are studying.

About the Role

The purpose of this position is to undertake teaching and subject coordination responsibilities and develop, implement and facilitate contemporary, evidence-based teaching and learning methodologies to maximise student learning outcomes. This role will develop and maintain effective relationships and partnerships with industry, professional bodies and the wider community - in partnership with key industry partners contribute to, and participate in, the establishment of research activities within the faculty.

Key Accountabilities

- 1 Teach and coordinate subjects within the degree program, ensuring the highest standards of delivery and assessment.
- 2 Develop and integrate appropriate contemporary teaching, learning and assessment strategies to encourage critical thinking, problem-solving and communication skills and optimise student learning outcomes.
- 3 Develop implement and monitor high quality course materials, including on-line materials, and actively participate in cross-functional teaching teams to meet subject learning outcomes.
- 4 In teaching teams, participate in regular meetings to ensure effective and supportive communication processes are established and maintained; assist with the facilitation, planning and review of curriculum; enable the effective planning, development, monitoring and evaluation of the sports degree programs.
- 5 Participate in the ongoing development and implementation of the degree program curriculum and participate in cross-campus assessment moderation.
- 6 Provide pastoral care and relevant academic support and advice to students and refer appropriately where required.
- 7 In consultation with the Course Leader, and in accordance with the approved subject design, deliver subject content and coordinate subject staff to maximise student academic progress.
- 8 Comply with Holmesglen policies, procedures and processes, and applicable legislative and regulatory requirements, and contribute to the ongoing improvement of systems and processes.
- 9 Support the Institute's Strategic Plan and Vision and work to ensure that all activities align to the Institute's commitment to quality.
- 10 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.

Key Selection Criteria

- 1 High quality teaching experience, and proven experience as a lecturer or course coordinator, with knowledge of current issues and developments in the Higher Education and VET sectors.
- 2 Demonstrated understanding of contemporary tertiary teaching and learning methodologies including undergraduate curriculum and subject delivery, assessment and evaluation.
- 3 Comprehensive knowledge of contemporary issues in the sports media and/or sports business industry including an understanding of associated contemporary curriculum models and frameworks and the effective use of current technologies.
- 4 Highly developed interpersonal and written and verbal communication skills.
- 5 Ability to establish strong links with key industry stakeholders, professional associations and other education institutions.
- 6 Negotiate effectively and work through issues constructively with staff, students and relevant stakeholders.

Qualifications

Mandatory

- Masters level qualification in Sport, Business, Media and Communications, Marketing or Business. Administration with experience in the Sport, Media, Communications & Business industries.
- Relevant higher degree or significant progress towards completion.

Desirable

- Relevant PhD/Professional Doctorate (or demonstrated progress toward completion).
- An approved course of adult teacher training accredited at Australian Qualifications Framework (AQF) Level 6 or above.

Knowledge

- Operational knowledge necessary to support the achievement of educational and business objectives in the delivery of Higher Education programs.
- Specialist knowledge in teaching areas related to the sport environment.
- A sound understanding of contemporary teaching strategies, learning materials development, and how to support and communicate with students from differing and diverse backgrounds.
- 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 online learning material development and industry liaison.

Skills and Experience

- Significant experience as an academic teacher/lecturer within a vocational or tertiary education environment, specifically at an undergraduate level in the built environment.
- Relevant experience teaching, assessment and supervision at an undergraduate level and the administration of academic programs, development and evaluation of curriculum content, familiarisation with timetabling arrangements and student management systems.
- 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.
- Demonstrated ability to work with a team of professional staff and develop and implement digital online learning activities in a learning management system operating with a high degree of responsibility and operational autonomy.
- Demonstrated ability to deal with sensitive and confidential information, as well as the ability to use initiative to identify appropriate and relevant solutions to identified issues exercising a high level of judgment to make decisions with competing demands.

Other Relevant Information

- This position description describes in general terms the normal duties which this position is expected to undertake. Duties not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from people occupying positions classified at this level may be allocated.
- 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 may be 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 Victorian Employee Working with Children check.
- Holmesglen cultivates a workforce that embraces and values student voice and partnership.

About Holmesglen – Who we are

Holmesglen is a leading Australian provider of vocational and higher education and one of the largest government-owned TAFEs in the state of Victoria. With 40 years' experience and more than 140,000 graduates, we are TAFE at its best by transforming lives, building workforce capability and enriching communities through education and training.

We are a leader in education, training and applied research, renowned for its innovation and its commitment to learner and industry success. We offer industry training, certificate, diploma, and degree programs across six locations and seven campuses.

Locations include Chadstone, Drummond Street, City, Moorabbin, North Melbourne, Glen Waverley and Eildon.

As a multi-award-winning institute, you can learn more and do more at Holmesglen. holmesglen.edu.au

**We uphold our
ASPIRE values**



AMBITION



SCHOLARSHIP



PASSION



INTEGRITY



RESPECT



EXCELLENCE