

POSITION DESCRIPTION

Position Title	Oral Health Sim Clinic Demonstrator & Lecturer– Bachelor of Oral Health
Position No	
Department	Allied Health Services and Science
Faculty/Centre	Health, Science, Community and Social Studies
Classification	Higher Education Lecturer
Prepared By	Dean – Health, Science, Community and Social Studies
Date	November, 2024
Reference No	<i>(To be completed by Human Resources Department)</i>
Approved By	Associate Director - Human Resources
Primary Objectives of Position	<ol style="list-style-type: none"> 1. Clinical demonstrating for Year 1 and Year 2 Oral Health Practice subjects for the Charles Sturt University (CSU) Bachelor of Oral Health (Therapy and Hygiene) program to maximise student academic progress and minimise student attrition in the simulation clinic. 2. Present lectures and tutorials for Year 1 and Year 2 students under the guidance of subject coordinators and convenors. 3. In collaboration with Holmesglen and CSU Subject staff, develop, implement and facilitate contemporary teaching and learning methodologies which support integrated learning. 4. Develop and maintain effective relationships and partnerships with industry, professional bodies and the wider community. 5. With key industry partners, contribute to and participate in, the establishment of research activities within the faculty. 6. Assist in the marking of assessments throughout the year for Oral Health subjects. 7. Involvement in WPL (Workplace Learning) opportunities to support cohorts in Victoria and NSW where feasible.
Manager/Supervisor	<p>Discipline and Program Lead - Bachelor of Oral Health (Therapy and Hygiene)</p> <p>Head of Department - Allied Health Services and Science.</p>
Subordinates (Where Applicable)	Simulation Clinic Tutors report into this position

Internal Communication Requirements

- The Discipline and Program Lead, senior educational management and academic teaching, subject coordinators/convenors and support staff to ensure integration and maximisation of facilities and resources, as well as course compliance and consistency.
- Head of Department – Allied Health Services and Science and the Dean – Health Science, Community and Social Studies.
- Specialist support managers, and other relevant staff, to report and address operational matters and negotiate proposed solutions in relation to the Bachelor of Oral Health (Therapy and Hygiene).
- 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.

External Communication Requirements

- Develop and maintain effective relationships and partnerships with:
 - Charles Sturt University academic and other relevant faculty staff
 - 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.
- Negotiate, consult and liaise with a wide range of organisations (government and non-government) and personnel outside the Institute at a variety of levels.
- Common interest groups and prospective and existing students.

Specific Accountabilities

1. Assist in the development and provision of learning content for the Oral Health Practice Subjects Year 1 and Year 2.
2. Practical teaching and Simulation Clinic supervision, ensuring the highest standards of delivery and assessment.
3. Assist in competency and attendance documentations for first- and second-year students, report on progress and outcomes and ensure subject quality and delivery is consistent with the delivery requirements of CSU.
4. With the Discipline Lead and Subject Coordinator/Convenor, and in accordance with the approved subject design, deliver subject content to maximise student academic progress.
5. Liaise with the Simulation Manager to ensure simulation clinics are supported by the required materials and equipment.

6. With 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.
7. Contribute to the development and implementation of high-quality course materials and assessment resources, including on-line materials, to meet subject learning outcomes.
8. Participate in the ongoing development and implementation of the Bachelor of Oral Health (Therapy and Hygiene) curriculum and participate in cross-campus assessment moderation.
9. With Subject Coordinators and Convenors, develop and integrate appropriate contemporary teaching, learning and assessment strategies to optimise student learning outcomes, including marking.
10. Assist in the development and implementation of regular inter and cross campus tutor calibration activities with relevant staff.
11. Effectively monitor and evaluate subject areas to ensure compliance with Holmesglen and CSU continuous improvement policies and accreditation requirements.
12. Work collaboratively with the key senior staff, academic team members, and relevant CSU staff to effectively address any issues arising from course and subject evaluations.
13. 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.
14. With key industry partners, contribute to and participate in the establishment of research activities within the faculty and participate in education and clinically focused research activities.
15. Provide counselling and support to students in relation to practical subject/simulation advice and academic progress within scope of relevant subject outline.
16. Participate in regular subject meetings to enable effective planning, monitoring and evaluation to occur.
17. 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.
18. Actively promote the Bachelor of Oral Health and support the faculty to investigate marketing opportunities which increase the Institute's profile as a provider of Higher Education courses.
19. Comply with Holmesglen policies, procedures and processes, and applicable legislative and regulatory requirements, and contribute to the ongoing improvement of systems and processes.
20. Support the Institute's Strategic Plan and Vision and work to ensure that all activities align to the Institute's commitment to quality.
21. 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

- Degree in Oral Health, Dentistry or approved tertiary qualifications in a relevant field, including post-graduate qualifications in Oral Health (Therapy and Hygiene) or related discipline.
- Registration with the Australian Health Practitioner Regulation Agency (AHPRA) as an Oral Health Therapist or General Dentist.

Preferred

- Extended scope of practice qualification.
- An approved course of adult teacher training accredited at Australian Qualifications Framework (AQF) Level 6 or above.

Knowledge

- Comprehensive knowledge of contemporary issues in oral health care and the role of the Oral Health Therapist in primary prevention, health promotion and population health.
- A sound 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 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.

Experience

- Relevant experience in demonstrating and/or supervision at an undergraduate level and the administration of academic programs.
- Substantial relevant clinical experience (3 + years) in the oral health industry.
- Familiarity with timetabling arrangements and student management systems would be an advantage.
- Experience in delivering high-level customer service providing courteous, informative and accurate responses to all enquiries.
- Active involvement in relevant committees and / or board structures.

Skills

- Experience in demonstrating and/or lecturing for undergraduate students, preferably in a simulated or clinical space.
- 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 professional in Oral Health and/or Dentistry with a demonstrated ability to teach others.
- Demonstrated ability to:
 - work with a team of professional staff in a specialist or functional unit towards defined visions and organisation, education and personal goals
 - negotiate, consult and liaise with relevant education and industry stakeholders and contacts
 - operate with a high degree of responsibility and operational autonomy
 - work under pressure whilst continuing to exercise high-level judgement and sound business, educational and operational 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 and continuous improvement processes.
- Significant initiative, sound judgement 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 MS Office products and general database management software.

Key Selection Criteria

- In addition to qualification requirements, the incumbent will have:
1. Demonstrated relevant clinical experience in the Oral Health or Dentistry industry, including a comprehensive knowledge of the role of the Oral Health Therapist in clinical practice.
 2. Sound understanding of contemporary oral health curriculum models and frameworks and tertiary teaching and learning methodologies.
 3. Demonstrated understanding of undergraduate curriculum and subject delivery, assessment and evaluation.
 4. Experience as a demonstrator and/or lecturer with knowledge of current issues and developments in the Higher Education (HE) sector.
 5. Highly developed interpersonal and 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.

Note

- This position description describes in general terms the normal duties which Higher Education Lecturer is expected to undertake. A lecturer 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 identified classification level.

- 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 his/her duties at any campus or location controlled by Holmesglen Institute or elsewhere as directed. A current driver's license and ability to travel is required.
- Holmesglen is a child safe organisation. This position requires a valid Working with Children check and National Police Check records.
- Holmesglen cultivates a workforce that embraces and values student voice and partnership.