Lecturer Level B, Social Science
Full time, Ongoing

Navitas was founded in 1994 with the goal of helping more international students succeed at university in Australia via improved student support and an extended academic year. Since then, Navitas has significantly expanded the services it offers students and clients and is creating opportunities through lifelong learning for more than 80,000 people in 27 countries every year.

Navitas listed on the Australian Securities Exchange (ASX) in 2004 and is now an S&P/ASX Top 100 Company, employing more than 5,500 staff globally. Navitas operates across three Divisions.

The Australian College of Applied Psychology (ACAP) is a Higher Education Institution and Registered Training Organisation within Navitas Professional and English Programs (PEP) Division that provides accredited higher degree courses in counselling, psychology, people management, community services, coaching and human resources and has been in operation for 30 years. We are proud of our students and graduates and excited about the future. Our campuses are located in Sydney, Brisbane, Melbourne and Adelaide.

Introduction to the role
The lecturer position within the School of Counselling includes such responsibilities as teaching via a variety of delivery modes, supporting the preparation of quality curriculum with particular attention to the Bachelor of Applied Social Science degree, and committee membership such as the Learning and Teaching, Education, and Assessment Committees. Where appropriate, academics are expected to undertake unit and course convening, research and scholarship activities, and professional service. The position is full time and will be based on Sydney, Melbourne or Brisbane campus (as most accessible for the successful candidate).

Essential Skills & Experience
- PhD qualification in social science
- Demonstrated ability to develop quality curriculum and assessments at undergraduate levels in accredited degrees, with experience of professional accreditation requirements
- Track record of peer refereed publications in international journals and successful research grant applications or other scholarship activities
- Ability to liaise effectively with academics, administration, student placement and sessional teaching staff in a complex cross-campus organisational structure
- Demonstrated ability to work collaboratively and in teams
- Membership of relevant professional associations
- Demonstrated computer literacy, including competence in using word processing, Excel, and qualitative and statistical analysis software
- Knowledge of Work Health and Safety policies of relevance to the work environment
- Excellent oral and written communication skills with the ability to communicate effectively with School and College staff

Desirable Skills & Experience
- Expertise in using Moodle and online teaching programs such as BlackBoard Collaborate
- Ability to contribute to teaching within the School of Counselling

What we offer
An attractive remuneration package will be negotiated with the successful candidate. The Navitas Group offers outstanding long-term career opportunities within Australia and abroad, and is values driven and an equal opportunity employer.

Only people who are eligible to work in Australia may apply for this position.
Enquiries can be directed to Professor Denis O’Hara, Head of School of Counselling, Australian College of Applied Psychology, email Denis.OHara@ACAP.edu.au. Applications, which will need to include a resume and a letter addressing the selection criteria, must be submitted via the following web link www.acap.expr3ss.com. Applicants will be asked to respond to a number of questions which will assist with the selection process.

Applications close on Monday, 4 April 2016 at 5PM AEST.
Lecturer Level B, School of Counselling

Division: Professional and English Programs
Australian College of Applied Psychology

Reports To: Head of School of Counselling

1. Overview and Objectives of the Position

The lecturer position includes such responsibilities as teaching via a variety of delivery modes, supporting the preparation of quality curriculum with particular attention to the Bachelor of Applied Social Science degree, and committee membership such as the Learning and Teaching, Education, and Assessment Committees. Where appropriate, academics are expected to undertake unit and course convening, research and scholarship activities, and professional service. The position is full time and will be based on Sydney, Melbourne or Brisbane campus (as most accessible for the successful candidate).

2. Key Relationships

Academic staff in the School of Counselling across campuses
Program and Blended and Online Delivery teams in the School of Counselling across campuses
Student Placement team
Learning, Teaching and Technology Services, and Library

3. Key Result Areas (Areas of Accountability and Responsibility)

<table>
<thead>
<tr>
<th>Key Result Area</th>
<th>Specifically Agreed Tasks and Objectives</th>
<th>Key Performance Indicators</th>
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<tbody>
<tr>
<td>Teaching</td>
<td>• Prepare undergraduate curriculum and assessments for blended and online delivery as suitable for AQF level of course</td>
<td>• Quality undergraduate curriculum developed for delivery of the Bachelor of Applied Social Science</td>
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<td>• Prepare sessional academic teaching staff to deliver social science units</td>
<td>• Effective preparation of sessional teaching staff</td>
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<td></td>
<td>• Prepare online classrooms with academic content for new units</td>
<td>• Quality unit assessments produced</td>
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<td>• Design quality student assessments in alignment with unit learning outcomes and AQF level</td>
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<td>Academic coordination</td>
<td>• Convene units, and liaise with sessional academic teachers to support the academic quality of the School of Counselling programs</td>
<td>• Units are delivered effectively and timelines for preparation and delivery are met</td>
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<td>• Effective liaison and support provided for sessional academic teachers</td>
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<td><strong>Convene courses as required and undertake regular course reporting to meet TEQSA requirements</strong></td>
<td><strong>Course reporting is undertaken on an annual basis</strong></td>
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| **Research and scholarship** | **Publications annually in peer refereed journals**  
**Grant applications submitted to appropriate funding sources**  
**Quality supervision is provided to masters and honours students** |
| **Undertake quality research and scholarship activities and publish in peer reviewed journals**  
**Submit quality applications to research grant schemes**  
**Supervise masters research project and honours students** | |
| **Professional service** | **Representation of the profession on professional committees** |
| **Contribute to the development of the applied social science professions** | |
| **Other duties** | **School and College Committee involvement**  
**WH&S Standards maintained**  
**Tasks completed in a timely manner** |
| **Participate in School and College Committees**  
**Follow and maintain Work Health and Safety procedures**  
**Perform other duties as specified from time to time by the Head of School** | |

### 4. Selection Criteria (Qualifications, Skills and Experience)

**SELECTION CRITERIA**

**Essential**
- PhD qualification in social science
- Demonstrated ability to develop quality curriculum and assessments at undergraduate levels in accredited degrees, with experience of professional accreditation requirements
- Track record of peer refereed publications in international journals and successful research grant applications or other scholarship activities
- Ability to liaise effectively with academics, administration, student placement and sessional teaching staff in a complex cross-campus organisational structure
- Demonstrated ability to work collaboratively and in teams
- Membership of relevant professional associations
- Demonstrated computer literacy, including competence in using word processing, Excel, and qualitative and statistical analysis software
- Knowledge of Work Health and Safety policies of relevance to the work environment
- Excellent oral and written communication skills with the ability to communicate effectively with School and College staff

**Desirable**
- Expertise in using Moodle and online teaching programs such as BlackBoard Collaborate
- Ability to contribute to teaching within the School of Counselling