Program Convenor (Information and Communications Technology and Information Systems)
Western Sydney University Sydney City Campus
Full time, Permanent, Sydney CBD

Navitas is a diversified global education provider that offers an extensive range of educational services for students and professionals including university programs, English language training and settlement services, creative media education, workforce education and student recruitment.

The Sydney City Campus brings the same Western Sydney University experience to the heart of the city, 255 Elizabeth Street.

Operated by Navitas Limited, the campus offers a range of undergraduate and postgraduate degrees to international and domestic students across a trimester academic calendar.

The campus is located in a new, custom designed city location in Elizabeth Street and on-campus facilities include innovative learning spaces, a modern library, collaborative and private student study zones, computer laboratories and social spaces for students.

Teaching and learning is designed to promote student engagement through experiences that are:

- authentic, integrating discipline and industry expertise,
- technology-enabled, blending online and on campus learning, and
- personalised and supportive.

Navitas Limited is a leading global education provider that delivers an extensive range of education services to over 80,000 students through more than 120 institutions in 31 countries.

About the role

The Program Convenor will have a teaching role and is responsible for providing academic leadership and oversight of WSU-SCC degrees in Information and Communications Technology and Information Systems. This includes planning for each session, assisting to efficiently and effectively manage the delivery of teaching and learning in relevant degrees, managing casual teaching staff and engaging with Western Sydney University academic staff on quality assurance and benchmarking. It also includes provision of student academic advice and ongoing discipline scholarship.

Essential Skills and Experience

- Postgraduate qualification in a relevant discipline.
- Demonstrated knowledge, skills and experience in teaching at tertiary level in a relevant discipline.
- Demonstrated experience in contributing to the development of scholarly and innovative approaches to teaching and learning.
- Demonstrated experience in unit and staff supervision.
- Demonstrated ability to engage students in learning activities.
- Proven effective high level communication, interpersonal, computer and organisational skills.
- Demonstrated evidence of leadership in teaching.
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.

Enquiries and applications, including a cover letter and resume, should be sent to John McGuire, WSUSCC Academic Director at J.McGuire@city.westernsydney.edu.au. Applications close on COB Friday 3rd August 2018.

Successful applicants require working rights in Australia and will be subject to relevant pre-employment checks, which may include a National Police Check and/or a Working with Children Check. Navitas strives to be a workplace that promotes diversity, flexibility and equal employment. As such, we invite experienced candidates of all ages, people with a disability and Indigenous Australians to apply.
Position Description

**Title:**  WSU-SCC Program Convenor

**Division:**  University Partnerships Australasia

**Business Unit:**  Western Sydney University, Sydney City Campus

**Reports to:**  WSU-SCC Academic Director

**Status:**  Full-time ongoing.

### 1. Overview and Objectives of the Position:

The Program Convenor will have a teaching role and is responsible for providing academic leadership and oversight of WSU-SCC degrees in specific disciplines. This includes planning for each session, assisting to efficiently and effectively manage the delivery of teaching and learning in relevant degrees, managing casual teaching staff and engaging with Western Sydney University academic staff on quality assurance and benchmarking.

It also includes provision of student academic advice and ongoing discipline scholarship.

### 2. Key Relationships

- WSUSCC Academic Director
- SIBT Academic Director (where relevant)
- Campus Director and Principal
- WSUSCC teaching staff
- WSU academic staff
- WSUSCC Student Services Team
- WSUSCC Academic Services Team

### 3. Key Result Areas:

- Maintain discipline knowledge through scholarship, industry liaison and professional development;
- Foster innovative teaching and learning strategies that align with those Western Sydney University;
- Manage casual teaching staff and the ongoing professional development in their discipline, as well as contemporary teaching, learning and assessment;
• Engage with University academic staff on matters of curriculum, moderation, benchmarking, degree changes and quality assurance to ensure comparability of University degrees delivered at the SCC with the main campus;

• Nominate to the WSUSCC Academic Director, appropriately qualified staff to act as Unit Convenors;

• Promote the use of technology-enhanced teaching materials to strengthen student engagement and learning outcomes;

• Oversee / undertake the implementation of SCC / University Joint Procedures Manuals quality assurance processes, including internal appraisal of units, University moderation and results approval processes;

• Oversee the timely production, quality control and publication of approved teaching and learning materials (including Learning Guides and Unit Outlines) by the Unit Convenors and ensure appropriate record keeping of approvals and version;

• Plan degree structure mapping around the SCC trimester academic calendar, forward plan unit offerings for each teaching session and ensure appropriate record keeping of approvals and versions;

• Develop cross-campus benchmarking processes around SCC academic outcomes with other University campuses;

• Implement processes for the evaluation, assessment and continuous improvement of delivery;

• Ensure the timely production and quality control of mid and final semester examination papers.

• Collaborate with the SCC Academic Services Team to ensure relevant e-Learning (vUWS) access for teaching staff and students;

• Ensure the delivery of WSU student feedback surveys in class by teaching staff, undertake analysis and benchmarking of SCC outcomes against other University campuses and prepare appropriate responses;

• Contribute to Campus academic committee reports;

• Provide advice to students relating to courses, academic policies and procedures, program progression, miscellaneous study and other student academic matters;

• Maintain strong and effective partner relationships with relevant Western Sydney University staff, engaging with relevant University academics as appropriate;

• Provide assistance to academic leadership in processing breaches of academic integrity;
4. Qualifications and Selection Criteria

Essential:

i. Postgraduate qualification in a relevant discipline.

ii. Demonstrated knowledge, skills and experience in teaching at tertiary level in a relevant discipline.

iii. Demonstrated experience in contributing to the development of scholarly and innovative approaches to teaching and learning.

iv. Demonstrated experience in unit and staff supervision.

v. Demonstrated ability to engage students in learning activities.

vi. Proven effective high level communication, interpersonal, computer and organisational skills.

vii. Demonstrated evidence of leadership in teaching