

# **Academic Developer**

## **Learning and Teaching Office** **Fremantle Campus**

**Candidate information pack**

[notredame.edu.au](http://notredame.edu.au)

## **ABOUT THE UNIVERSITY OF NOTRE DAME AUSTRALIA**

*The Objects of the University are:*

- a) the provision of university education, within a context of Catholic faith and values; and*
- b) the provision of an excellent standard of –*
  - i) teaching, scholarship and research;*
  - ii) training for the professions; and*
  - iii) pastoral care for its students.*

The University of Notre Dame Australia is a private Catholic university with over 700 staff providing an exceptional educational experience to over 12,000 students across our Broome, Fremantle and Sydney campuses.

Degrees and courses are offered in: Arts & Sciences, Business, Education, Health Sciences, Law, Medicine, Nursing, Physiotherapy and Philosophy and Theology.

The University has sought to create an environment where staff and students feel part of a community, welcoming people from all backgrounds regardless of their faith. As a Catholic University, Notre Dame is committed to the pastoral care of staff and students.

The University seeks to recruit outstanding people who understand and respect our Objects, and have the skill, experience, qualifications, drive and persistence to pursue them. We expect our staff to be committed to excellence, to be creative, resourceful, self-initiating, and caring of each other and their students.

The University has a focus on educating the whole person and in forming our students intellectually within the context of the integration of faith and reason.

We achieve this through providing a liberal arts education in the Catholic intellectual tradition. As a young and innovative university, we are dedicated to providing a personal service to our students and adopting a caring approach to learning. Providing high quality university teaching, and professional work experience opportunities are critical to preparing our students for life and great career.

Integral to our success is our staff. We greatly value their loyalty to the University, our students and their commitment to striving for excellent results.

We look forward to welcoming you to our unique Notre Dame community.

For more information about Notre Dame, working for a Catholic university and our Staff Benefits visit [notredame.edu.au/about/employment](https://notredame.edu.au/about/employment)

## **POSITION DETAILS**

Position title	Academic Developer and Senior Lecturer
School/Office	Learning and Teaching Office
Location	Fremantle Campus
Employment type	Full-time, Continuing
Remuneration	\$132,234 pa (Level C1), inclusive of \$116,668 base salary pa, 12% superannuation and 17.5% annual leave loading
Closing date	Monday 3 February 2020

### **About the role**

This is a national position located on the Fremantle campus and reports to the Manager, Learning & Teaching Office (LTO).

The position plays a key leadership role in enriching learning and teaching practices across the University. It also contributes to the University's postgraduate qualification in learning and teaching for higher education and to the scholarship of learning and teaching.

### **Enquiries about the role**

For further information about this position, please contact:

Associate Professor Kathie Ardzejewska, Manager, Learning and Teaching on 02 8204 4151  
[kathie.ardzejewska@nd.edu.au](mailto:kathie.ardzejewska@nd.edu.au)

### **How to apply**

Submit your application to [jobs@nd.edu.au](mailto:jobs@nd.edu.au)

*Applicants are expected to address all selection criteria in their application and have current and valid work rights in Australia.*

For further information on how to prepare your application visit

[notredame.edu.au/about/employment/how-to-apply](http://notredame.edu.au/about/employment/how-to-apply)

### **Aboriginal and Torres Strait Islander people are encouraged to apply.**

*The University of Notre Dame Australia seeks to increase the diversity of our workforce to better meet the different needs of the University and its stakeholders and to improve equal opportunity outcomes for our staff.*

## **DUTY STATEMENT**

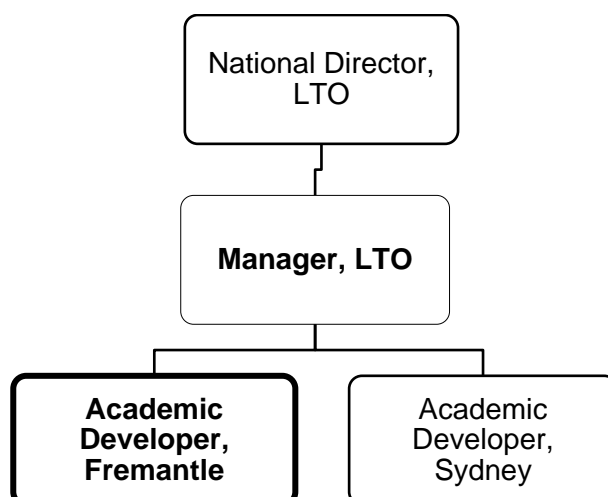
The responsibilities in this Duty Statement are in addition to the requirements set out in The University of Notre Dame Australia Academic Staff Conditions of Employment, and may be amended from time to time by the Vice Chancellor or the University.

This position reports to the Manager, Learning and Teaching Office.

### **The duties of the position include, but are not limited to:**

1. designing, delivering and evaluating informal and formal Continuing Professional Learning (CPL) resources and activities so that academic staff can enhance their learning and teaching;
2. developing and fostering a service-orientated approach including liaising with Schools, Areas and individual academic staff to provide advice and support;
3. designing and delivering (coordinating where required) programs in the postgraduate qualification in learning and teaching for higher education;
4. actively contributing to the leadership and strategic direction of the LTO;
5. building the capacity of staff to be competitive at a University and national level in learning and teaching awards and grants;
6. managing all aspects of the processes for the University's learning and teaching submissions for internal and external awards and grants (where required);
7. carrying out activities to support, develop and disseminate scholarship and research relevant to higher education and the strategic direction of the LTO including managing the relevant aspects of the annual LTO Educator Scholar Conference; and
8. other duties as directed by the Manager, LTO.

## ORGANISATIONAL CHART



## SELECTION CRITERIA

### Essential

1. Supportive of the [Objects](#) of Notre Dame as a Catholic University.

### *Qualifications and Experience:*

2. A PhD in a relevant field, preferably in Education.
3. Substantial experience in education and teacher professional development (Continuing Professional Learning) (CPL) including working in an online environment.
4. Demonstrated experience in planning, developing, facilitating and reviewing CPL programs, activities and services to build institutional and individual capacity in learning and teaching.

### *Knowledge, Skills and Abilities:*

5. Demonstrated ability to lead, and work autonomously and collaboratively in a small distributed team in a multi-campus university.
6. Excellent written and oral communication skills with proven ability to produce high quality engaging documents, presentations and resources.
7. Evidence of a nexus between teaching and research in approaches to learning and teaching.