



POSITION DESCRIPTION

Teacher Nursing

REPORTS TO

Head of Discipline Nursing

CLASSIFICATION

L1.2

CURRENT INCUMBENT**DEPARTMENT**

Education

LOCATION

Mildura Campus

PRIMARY OBJECTIVES

Under the direction of the Head of Discipline Nursing the successful incumbent will deliver and assess in the areas in which they hold formal qualifications and industry currency as detailed through an Annual Work Plan.

POSITION SUMMARY

The Nursing Program unit is one of eight Business Units in the Education Division of the Institute.

The position will be located at the Institute's Swan Hill/Mildura campus. Under supervision, the appointee will be required to contribute to planning, marketing, teaching and assessing the Diploma of Nursing. The appointee will work closely with the Head of Discipline Nursing and Coordinator Nursing, and Nursing Unit colleagues to ensure these programs are structured around client demand in Swan Hill/Mildura and the surrounding regions.

KEY RESPONSIBILITIES

1. Teaching and Assessment

- Teach as indicated against the primary objectives above, and as detailed in an individualised annual work plan.
- Deliver training programs for individual students utilising a variety of modes as required; structures classes, flexible delivery, on-line delivery, workplace and blended delivery.
- Deliver assessment services through recognition of prior learning and assessment only services.
- Carry out necessary preparation, correction, assessment, moderation and report writing associated with teaching duties.
- Ensure that effective learning is taking place with students under your instruction and supervision.
- Prepare customised learning resources and learning material to support ICT based learning.
- Assist in the development and implementation of competency based units in flexible mode.

- Provide credible solutions to individual students to maximise engagement and retention and minimise withdrawals.

2. Meeting Standards for Registered Training Organisations (RTOs) & Other Contractual Requirements

- Ensure Institute approved student rolls are maintained accurately and legibly to the required standards of the Institute's quality system.
- Develop and maintain Learning and/or Training Plans for individuals or groups.
- Maintain appropriate records and evidence to demonstrate compliance with the Principles of Assessment and Rules of Evidence.
- Participate in assessment validation processes.
- Ensure teaching and vocational qualifications are maintained at an appropriate level and currency to reflect requirements of the Standards for RTOs and Training Package or accredited course requirements.
- Maintain a portfolio of current original or certified vocational / teaching / training qualifications and evidence of relevant industrial experience and professional development activities.
- Appreciation of OH & S, Industrial Relations, Merit and Equity Principles, Institute Quality Assurance processes and Standards for RTOs and requirements.

3. Provision of Student Support

- Assist in arranging student selection and induction procedures.
- Provide individual and group support to students as per program requirements.
- Provide appropriate, regular and timely feedback to students.
- Participate in student progress interviews as required.
- Assist with the development and implementation of a quality improvement plan based on student evaluation and survey results.
- Liaise with students and Student Support Services staff to assist students in areas of identified need.
- Provide a referral service to students who need assistance in accessing Institute policies and procedures.

4. Commercial Activities

- Participate as required in the sourcing and development of commercial training proposals with the Education Innovation and Business Development units.

5. People Matters

- As a new appointment, participate in staff induction and probation procedures.
- Actively participate in the Institute's annual Work plan and Performance Review process.
- Participate in all team based activities and meetings within the Business Unit, and attend Education Division and other meetings as required.
- Ensure vocational qualifications are maintained at an appropriate level and currency to match teaching requirements, teacher / trainer / assessor qualifications meet VRN requirements, and industrial experience currency meets training package requirements.

6. Institute Policies and Procedures

- Comply with all Institute policies and procedures.
- Work with regard to the Institute's environmental and financial sustainability.
- Report any non-compliance to the Educational Business Manager or other appropriate Institute officer.
- Actively work towards achieving the relevant sections of the Business Unit Plan.

7. General

- Undertake other duties consistent with this Position Description as required by the Head of Discipline Nursing / Educational Business Manager or the General Manager Education.
- Willingness to adopt change, lead initiatives and accept additional responsibilities where required.
- Travel to other Campuses and to a range of workplaces may be required.
- Effective solution development and demonstrated ability for dealing with conflicting student behaviour and/or program delivery difficulties.
- Specific performance targets will be negotiated as part of the Institute's annual Workplan and Performance Review process.

8. Act in accordance with Sunraysia Institute of TAFE values – Customer Focus, Business Acumen, Integrity and Innovation including:

- Provides exceptional customer service to all internal and external stakeholders of the Institute and ensures a positive first impression for Institute visitors at all times.
- Actively participates in all relevant training provided to assist in the implementation of new systems or processes across the Institute.
- Complies with OH&S and EEO legislation; and Environmental Sustainability Management by supporting the Institutes relevant Policy, Procedures and standard operating procedures applicable to your role.
- Prepared to undertake further courses of study, annual OH&S, EEO, Cultural Diversity and/or identified mandatory professional development programs or training relevant to the position as necessary.
- Reports to work as scheduled with a willingness to work flexible hours according to business needs.
- Demonstrates a willingness to adopt change and new initiatives.
- Represents the Institute professionally at all times.
- Completes other allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.
- Actively participates in team activities, meetings and projects.
- Actively promotes and encourages a service culture within the team.
- Communicates to the Manager any opportunities to improve service delivery and make recommendations on steps to make agreed improvements.
- Actively encourages and promotes effective communication and strong working relationships within the team / Institute.

KNOWLEDGE, SKILLS & ABILITIES

1. Current industry experience in clinical areas such as acute/medical/surgical nursing.
2. Registered Nurse Division 1/ Current AHPRA registration.
3. Relevant tertiary qualifications - Bachelor of Nursing or above.
4. Minimum of three years professional industry experience.
5. Possession of Certificate IV Training and Assessment TAE40116.
6. Ability to work with a diverse learner population is required.
7. Highly developed interpersonal, verbal and written communication skills.
8. Well developed skills in teaching including the ability to select and use a wide range of teaching and assessment strategies appropriate to a diverse student population and the competency standards required.
9. Highly developed organisation skills which provide the ability to deal with tight timelines and conflicting demands.
10. Ability to work with a diverse learner population is required.
11. Highly developed interpersonal, verbal and written communication skills.

12. Developed skills in teaching including the ability to select and use a wide range of teaching and assessment strategies appropriate to a diverse student population and the competency standards required.
13. Highly developed organisation skills which provide the ability to deal with tight timelines and conflicting demands.
14. Commitment to deliver high quality programs across a range of qualification levels.

KEY SELECTION CRITERIA

- Current industry experience in clinical areas such as acute/medical/surgical nursing.
- Registered Nurse Division 1/ Current AHPRA registration.
- Relevant tertiary qualifications - Bachelor of Nursing or above.
- Minimum of three years professional industry experience.
- Possession of Certificate IV Training and Assessment TAE40116.
- Well developed skills in teaching including the ability to select and use a wide range of teaching and assessment strategies appropriate to a diverse student population and the competency standards required.
- Highly developed organisation skills which provide the ability to deal with tight timelines and conflicting demands.
- Demonstrated ability to teach in the delivery area at tertiary and higher education level is desirable.

ORGANISATIONAL RELATIONSHIPS

SUBORDINATES	KEY CONTACTS	
	INTERNAL	EXTERNAL
Teachers Nursing	<ul style="list-style-type: none"> • Head of Discipline Nursing 	<ul style="list-style-type: none"> • Industry

ORGANISATIONAL ENVIRONMENT

Sunraysia Institute of TAFE is the leading provider of vocational education and training in the north-west of Victoria. As part of its Strategic Plan, the Institute has identified the following economic, social, educational and community drivers:

- **increasing participation** in vocational education and training to meet the needs of industry – particularly in skills shortage areas;
- **developing strategic partnerships** to broaden education and training options for the region – industry and their associations, schools, private registered trainings organisations (RTOs) and universities;
- **improving pathways** for students from secondary education to vocational education and training to higher education and
- **maximising the Institute's productivity** in a contestable market.

The tertiary landscape is changing rapidly and the Institute is committed to ensuring that we continue to provide education and training that are relevant to the communities we serve.

Recommended	Approved	Acknowledged
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Shauna Picken Manager, HR Services	Robin Kuhne General Manager, Education	INCUMBENT
Date:	2019	