



POSITION DESCRIPTION

Position:	Psychology Lecturer and Tutor
	Full time fixed term position starting immediately until 9 February 2018 (with the possibility of further work in 2018)
Department:	Foundation Studies
Reporting to:	Psychology Subject Leader
Directly Supervising:	nil
Salary Range:	Level B3 to C1 \$70,997 - \$78,034 plus 10% Superannuation and 17.5% Leave Loading
Contact:	Dr Maureen Vincent - phone: 03 9348 7052
Date:	October 2017

POSITION SUMMARY

The Trinity College Foundation Studies Program (TCFS) is a pre-university course that qualifies overseas students for entry to the University of Melbourne and other universities.

Psychology is an elective component of the program that aims to introduce students to a broad range of psychological theories and principles that attempt to explain human behaviour, as well as the diversity of human experience in different situations and environments. This course will specifically focus on concepts and principles in Forensic Psychology. The successful candidate will be required to teach in the remaining 10 weeks of a 20-week course, delivering 3 lectures (2 repeat lectures) and 6 tutorials (repeat) per week for an intake of approximately 250 students in the August Comprehensive Extended Program (ACE). The lectures and tutorials are of 1.5 hours duration.

The lecturer/tutor will need to be dynamic, outgoing and innovative in their approach and ensure they have the confidence and experience to ensure a smooth and successful transition to an already established position. There is the expectation that significant time be devoted to curriculum development in the form of writing new lectures and tutorials, as well as revising current material, and can work both independently and collaboratively with other Psychology staff within a specified time frame. Generating new ideas, developing resources to complement both the lecture and tutorial material as well as writing new assessment tasks will also be required. As students have no previous knowledge of Psychology, an enthusiastic and engaging candidate is required for the position, who will inspire students to choose Psychology as an elective subject in the February intake the following year.

In addition to the above, the lecturer/tutor is also responsible for the preparation and administration of assessment, including the marking of student essays, presentations and exams, and writing student reports. The lecturer/tutor needs to be available for student consultation as required and participate in staff (and other

related) meetings that review the academic performance of students throughout the year. Other duties relating to the subject and the broader program such as the timely and accurate entry of academic marks, maintaining current attendance records and identifying students who may require additional assistance are also essential for this position.

SELECTION CRITERIA

Essential:

1. Relevant tertiary qualification/s or higher degree in Psychology.
2. Demonstrated work experience in lecturing and teaching Psychology (Forensic Psychology will be highly regarded) at Foundation Studies Level, VCE or University level.
3. Demonstrated evidence of innovative and engaging curriculum development in terms of developing and writing new lectures and tutorials as well as reviewing existing materials within a specified time frame.
4. Experience in developing assessments, writing rubrics and preparing relevant resources for students.
5. Evidence of excellent student feedback.
6. The ability to work independently as well as collaboratively within a team environment and meet deadlines.
7. Eligibility for membership/associated membership of the Australian Psychological Association is desirable.
8. Capability of using and engaging students with iPad technology, used by students in the Trinity classroom and incorporating this technology as part of the curriculum program.
9. High level interpersonal and communication skills (written and oral) at all levels within a culturally diverse education community or similar environment.
10. A commitment to academic excellence and an understanding of Australian educational practices
11. Demonstrated experience maintaining confidential records and performing administrative tasks related to teaching.
12. Well-developed computer literacy using Microsoft Office applications.

Further Information:

- Applicants must be Australian Citizens, Permanent Residents or hold a valid work permit or visa. If called for interview evidence of status will be required
- Applicants will be required to bring originals or certified copies of academic and other qualifications if called for interview
- The successful applicant must secure, or be in the process of securing, a Working with Children approval or equivalent registration

KEY RESPONSIBILITIES

1. Deliver lectures and tutorials on Forensic Psychology in an engaging and innovative manner.
2. Active involvement in curriculum development of both the lectures and tutorials; this will involve writing new lectures and tutorials, as well as revising existing materials.
3. Develop and write assessment tasks and rubrics, prepare relevant student resources, and meet deadlines in the marking of assessments and recording of marks.
4. Be available for student consultation as required.
5. Write academic reports, identify students at risk and engage in other administrative tasks as required.
6. Attend departmental meetings, staff meetings and conferences as required
7. Assist in student orientation activities

CHILD SAFETY

Trinity College is committed to providing a safe, secure, disciplined and quality learning and residential environment in which all students can develop their individual talents, interests and abilities through a curriculum that fosters the intellectual, physical, social and moral development of the student. The College is committed to the safety of all children including those from culturally and/or linguistically diverse backgrounds.

OCCUPATIONAL HEALTH AND SAFETY (OHS)

All staff are responsible for safe work procedures and instructions.

Employees must:

- Cooperate with the College in relation to activities and training taken by the College to comply with OHS legislation as well as, Trinity College OHS Policy and Procedures.
- Comply with the OHS guidelines in the Staff Terms and Conditions.
- Adopt work practices that support OHS.
- Take reasonable care for their own health and safety and the health and safety of other people who may be affected by their conduct in the workplace.
- Seek guidance for all new or modified work procedures for work safe practices.
- Ensure that any hazardous conditions, near misses and injuries are reported immediately to the supervisor.
- Participate in meetings, training and other environment, health and safety activities.
- Not wilfully place at risk the health or safety of any person in the work place.
- Not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare.

TRINITY COLLEGE

Founded in 1872 as the first college of the University of Melbourne, Trinity College is a unique tertiary institution that provides a diverse range of rigorous academic programs for more than 2,500 talented students from across Australia and around the world. These programs include:

- The residential College for undergraduate and postgraduate students of the University of Melbourne, both resident and non-resident.
- The Pathways School, including Trinity College Foundation Studies (TCFS), a one-year course which prepares able overseas students for undergraduate entry to the University of Melbourne and other leading Australian universities; a BA (Extended) pathway for indigenous students in partnership with the University of Melbourne; Young Leaders Program for domestic and overseas secondary school students, various short courses and conferences.
- Trinity College Theological School (TCTS), which offers degree and other courses for training and forming Anglican clergy and others, on campus, online, and in parishes.

Trinity promotes academic excellence across a balanced, all-round education that includes both 'breadth' and 'depth' of content, together with the development of ethical values, personal integrity, leadership and social responsibility. A Trinity education is further characterised by a high level of international engagement and a strong commitment to equity and diversity.

These educational programs are supported by the College Library, Art Collection and Archives, Information Technology, the College Chapel and Chaplaincy, Music – including a world-class Choir – Communications, Human Resources, and Finance and Administration – including finance, accounts, property and operations, and conferences and hospitality. The Advancement Office and Trinity College Foundation undertake fund-raising and fund-raising activities that benefit the College as a whole.

An Anglican institution, Trinity welcomes people of all faiths and none. The College celebrates, and is enriched by, the diversity of backgrounds of its staff and students.

Trinity College: Excellence, Community, Diversity, Society