

Position Description – Associate Lecturer

Updated 1 March 2023

POSITION DETAILS	
College/Portfolio	College of Nursing and Health Sciences
Organisational Unit	Occupational Therapy
Supervisor (Title)	Dean, People and Resources (or Delegate)
Classification	Teaching Specialist (Clinical / Practitioner) Level A
Employment Type	Continuing, Part Time (0.8FTE)

POSITION SUMMARY
<p>This Teaching Specialist (Clinical/Practitioner) position, with its primary focus on teaching and teaching-related activities, has an important role to play in the University's achievement of its strategic plan, Making a Difference: The 2025 Agenda.</p> <p>The University is committed to a student-centred ethos and to developing creative, enterprising, career-ready graduates prepared to become lifelong contributors to society. In accordance with the strategic plan, the University seeks to:</p> <ul style="list-style-type: none"> • deliver a richly interactive and personalised approach to learning focussed on student success; • be an international leader in educational innovation, advanced learning technologies and learning analytics; and • develop enterprising graduates equipped with the skills required for success in the knowledge economy. <p>The Associate Lecturer in Occupational Therapy will be responsible for contributing to the preparation and delivery of the College's Occupational Therapy topics using innovations in teaching practices and technologies, with support and guidance from a more senior academic. The Associate Lecturer will also be expected to concurrently engage in practice as an Occupational Therapist in a clinical or community setting to support maintenance of contemporary practice</p> <p>The Associate Lecturer may also be involved in teaching across other courses in the College of Nursing and Health Sciences or other Colleges. The Associate Lecturer will be required to contribute to strengthening existing partnerships or exploring new partnerships with external stakeholders that have the potential for providing improved teaching, learning and/or research outcomes for the University. The Associate Lecturer will prioritise, coordinate, monitor workflow and provide informal day-to-day feedback to research support staff and casual academic teaching staff according to the University's policies, practices and standards.</p>

UNIVERSITY EXPECTATIONS AND VALUES
<p>All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:</p> <ul style="list-style-type: none"> • demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence and the underlying ethos of being Student Centred;

- contribute to the efficient and effective functioning of the team or work unit in order to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisor;
- promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity;
- perform their responsibilities in a manner which reflects and responds to continuous improvement; and
- familiarise themselves and comply with the University's Work Health and Safety, Injury Management and Equal Opportunity policies.

Pursuant to Child Safety (Prohibited Persons) Act 2016 (SA) this position has been deemed prescribed. It is an inherent requirement of the position that the successful candidate maintains a current Working With Children Check which is satisfactory to the University.

A valid National Police Certificate which is satisfactory to the University will also be required before the successful applicant can commence in this position.

An up to date COVID-19 vaccination may be required as a condition of employment, in accordance with the Flinders University [COVID-19 Vaccination Policy \(2022\)](#). If required, any offer of employment will be subject to the successful candidate presenting their COVID-19 Digital Certificate as evidence of vaccination or showing evidence of a valid medical exemption, where relevant

KEY POSITION RESPONSIBILITIES

This position is predominantly concerned with teaching and teaching-related duties involving the creation, delivery and continuous quality improvement of university-level education. It includes (but is not limited to): direct teaching informed by approaches that enhance the student experience; curriculum design and review; delivery innovation; utilising advancements in education technologies; and making a contribution towards maintaining internal and external compliance and accreditation of courses. Appointees bring recent, ongoing (concurrent) or extensive experience and knowledge of contemporary clinical/professional practice to the position. The position is also expected to make an independent contribution to high-quality university, professional and community service. The position does not include making a research contribution.

Teaching:

- Create, coordinate, and conduct lectures, tutorials, practical classes, demonstrations, work integrated learning encounters, workshops and assess students enrolled in Occupational Therapy topics of the College, with a focus on clinical skills training and/or supervision of students undertaking work integrated learning.
- Contribute to the planning and evaluation of these topics.
- Assist in the development of topic and course materials with appropriate guidance from Course Coordinators and/or Senior Academic Staff.
- Provide support, academic counselling and professional advice to students concerning their studies, professional development and career opportunities.
- Make effective use of innovations and technologies in teaching practice.

University, Professional and Service:

- Participate in the College's administrative activities such as membership of committees and working groups and attendance at College meetings.
- Maintain professional knowledge relevant to teaching within their discipline through scholarship and professional development.
- Engage in activities within a relevant external professional domain such as professional associations, conferences and workshops, and within a wider community context at local, national or international level.
- Provide high quality contribution to community service, including clinical practice at the University's multidisciplinary clinic and/or satellite clinics and a focus on opportunities that maintain clinical skills currency on behalf of the College and University.
- Undertake activities that promote the development of productive partnerships to provide opportunities for students and promote graduate employability.
- Some out of hours work (including weekends) as well as rural SA, interstate and overseas travel, may be required.
- Any other responsibilities in line with the level of the position as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- As a minimum, satisfactory completion of 4 years tertiary study or equivalent qualification and experience in Occupational Therapy.
- Hold and maintain a current membership with Occupational Therapy Australia.
- Relevant and contemporary clinical experience in Occupational Therapy and an ability to maintain concurrently within or outside of this position.
- Demonstrated commitment to the delivery of optimal healthcare.
- Evidence of teaching experience at a tertiary level within Occupational Therapy.
- Demonstrated experience in preparation and delivery of curriculum.
- Demonstrated experience in student assessment.
- Demonstrated understanding of curriculum reviews and internal and external accreditation activities.
- Evidence of effective use of innovations and technologies in teaching practices.
- Demonstrated understanding of the nexus between teaching and learning, research, scholarship and practice.
- Demonstrated excellent oral and written communication skills and interpersonal skills, including the ability to establish and maintain effective relationships with staff, students and industry.
- Demonstrates a commitment to fostering a positive workplace culture, and role modelling behaviours that support the University's Reconciliation Action Plan (RAP) and commitment to enhancing educational opportunities for Aboriginal and Torres Strait Islander people.
- Evidence of upholding the values and ethos of the University.

- *Relevant experience as an Occupational Therapist across physical acute and physical rehabilitation (desirable).*
- *Postgraduate qualification in clinical education or equivalent experience in providing clinical education (desirable).*
- *Experience in development of international and short course teaching delivery or collaboration (desirable).*
- *Demonstrated experience and innovation using e-learning platforms for teaching purposes (desirable).*

FLINDERS