



Position description including statement of duties and required behavioural competencies

**Title:** Lecturer and/or Tutor, Associate Degree in Business  
**Organisation:** UQ College  
**Remuneration:** Modern Award 000075, Lecturing and Tutoring, Casual  
**Employment status:** Casual Lecturer and Tutor

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### **Organisational Environment**

UQ College is a company owned by The University of Queensland, created to develop alternate pathways for students wishing to undertake further study and career development. The College aims to bring new opportunities for its students to achieve success in reaching their life goals. The College is young, fresh and eager to build on its reputation for engaging and relevant education and training and a rewarding and challenging place to work.

### **The Program**

The Associate Degree in Business is a pathway and career development program designed to build business skills and knowledge and academic capability to support further education and/or career entry or progression. The program offers a range of discipline areas particularly those considered essential in undertaking further study and fundamental to successful business operations. They include - academic development in the areas of English, Mathematics and Politics, Business and Society and discipline areas of Accounting, Management, Marketing, Economics, Business Law, Statistics and Information Systems. The program attracts a very broad student demographic. The program provides pathway for successful graduates into the Bachelor of Business Management at The University of Queensland.

### **Primary purpose of the position:**

- Deliver the highest standards of student learning and assessment
- Create an engaging and relevant learning experience and achieve high levels of retention and completion
- Develop a responsive learning environment, focused on the student, in close liaison with UQ College's management and other delivery and assessment staff
- Contribute to the continuous improvement of learning resources, assessments and student support directly associated with delivery of course(s) to ensure that the goals of all stakeholders are met or exceeded.

### **Key Duties and Behavioural Competencies:**

1. Demonstrated excellence in tertiary education and training delivery and assessment

- Develop, deliver and assess course(s) at Associate Degree level in Business to meet the educational needs of UQ College students
  - Provide constructive and timely feedback to students and the College on learning and assessment issues
  - Demonstrate success in engaging and retaining students
  - Be fully prepared, proactive and on time for all delivery commitments
2. Demonstrated capacity to respond to market driven needs
    - Develop, delivery and assess a course(s) from the Associate Degree in Business in a manner consistent with the College's directions and objectives, regulatory requirements, sector best practice and targets as negotiated with the General Manager – Education & Training
    - Support a continuous improvement process by developing, implementing and reviewing learning and assessment processes and quality initiatives as required to ensure a course(s) performance meets the College's standards
    - Contribute to reports on business and delivery performance as required by the College Executive
  3. Demonstrated ability to contribute to planning for innovative education and training programs to meet student needs
    - Respond to the needs of key stakeholders in developing learning and assessment models and resources
  4. Highly developed interpersonal and communication skills as evidenced by significant achievements in dealing with diverse student groups
    - Resolve teaching and learning issues that may involve students and the College
  5. Demonstrated knowledge of and experience in complying with the regulatory and legal requirements applicable in the education and training sector.

**Key Selection Criteria:**

1. Qualifications:
  - A minimum of a Masters degree in one or more of the relevant Associate Degree in Business course(s)/disciplines.
2. Experience:
  - A minimum of 3 years of lecturing and/or tutoring in tertiary education
3. Demonstrated capability and success in delivering against the Key Duties and Behavioural Competencies listed in this position description.

**Additional Information:**

- Any employee of the College is obligated to attend a staff induction program.
- Employees are bound by the principles of respect for the law and system of government; respect for people, integrity, diligence, and economy and efficiency, which are contained in the College's Code of Conduct.

- The College is committed to a flexible work environment and the successful applicant may be requested to perform duties that vary from those stated in the agreed duty statement.
- The College will assess an applicant's skills, knowledge and abilities against the Key Selection Criteria without prejudice regarding the origin of those skills, knowledge and abilities.

**Further information:**

Contact: Dale Williams  
General Manager - Education & Training  
Phone: 07 3346 1655  
Email: [dale.williams@uqcollege.edu.au](mailto:dale.williams@uqcollege.edu.au)