

UNIVERSITY OF NEW ENGLAND

POSITION STATEMENT

Faculty: The Professions/Arts and Sciences

Position Title: Faculty Academic – Australian Teaching & Learning Council (ALTC) – Promoting Excellence Project

Reports To: ALTC Contact Officer

The role is primarily to Promote Excellence in learning and teaching across UNE through the dissemination and support of staff in engagement with ALTC grants and awards. The positions are funded from an ALTC grant. These positions also aim to provide professional development and leadership opportunities for individuals interested in pursuing this work. The position aims to build capacity amongst staff.

Position Expectations:

- Involvement, where appropriate, in the promotion of links with outside bodies.
- Preparation of project proposal and award submissions as appropriate with the ALTC.
- Significant role in learning and teaching projects including, where appropriate, leadership of ALTC teams or management of projects.
- Involvement in professional activities including, subject to availability of funds, attendance at conferences and seminars relevant to ALTC activities
- Various ALTC activities-related administrative functions
- Organise and provide professional development activities related to ALTC activities
- Attendance at meetings associated with ALTC activities or the work of the organisational unit to which the activity is connected and/or at departmental and/or Faculty meetings and/or membership of a limited number of committees.

| Descriptor | Action | Possible interpretation |
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| <ul style="list-style-type: none">• Involvement, where appropriate, in the promotion of links with outside bodies. | Make/find connections with other interested parties/and possible collaborators within industry and higher education as appropriate | |
| <ul style="list-style-type: none">• Preparation of project proposal and award submissions for the ALTC. | Assist staff in understanding the ALTC application processes. | Run seminars and workshops in collaboration with the ALTC Institutional Contact Officer for staff promoting the grant and award schemes Contribute to the UNE ALTC information website appropriate advice Assist staff in structuring their proposals in a timely manner Assist staff in developing budgets |
| <ul style="list-style-type: none">• Preparation of project | Assist staff in understanding | Run seminars and |

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| <p>proposal and award submissions for the ALTC.</p> | <p>the ALTC application processes.</p> | <p>workshops in collaboration with the ALTC Institutional Contact Officer for staff promoting the grant and award schemes</p> <p>Contribute to the UNE ALTC information website appropriate advice</p> <p>Assist staff in structuring their proposals in a timely manner</p> <p>Assist staff in developing budgets</p> |
| <ul style="list-style-type: none"> Significant role in learning and teaching projects including, where appropriate, leadership of teams or management of projects. | <p>Identify opportunities and individuals/teams across the various disciplines who might apply for awards or grants.</p> <p>Identify gaps of national and local significance that require investigation: ie. Internationalization, technology, etc.)</p> | <p>Bring groups together to apply for local learning and teaching opportunities to seed ideas and perpetuate momentum</p> <p>Promote and disseminate faculty learning and teaching excellence and innovation (website and newsletter contribution, seminars etc. Establish learning and teaching forum/community of practice).</p> <p>Bring groups together to apply for Carrick grants</p> |
| <ul style="list-style-type: none"> Involvement in professional activities including, subject to availability of funds, attendance at conferences and seminars relevant to Carrick activities | | <p>Attend ALTC Forum and other Learning and teaching events as appropriate and report back to UNE.</p> |
| <ul style="list-style-type: none"> Various ALTC activities-related administrative functions | | <p>Assist in preparing documentation for submission.</p> |
| <ul style="list-style-type: none"> Organise and provide professional development activities related to Carrick activities | | <p>Run workshops, organize writing seminars/boot camp. Disseminate ALTC information etc.</p> |
| <ul style="list-style-type: none"> Attendance at meetings associated with ALTC activities or the work of the organisational unit to which the activity is connected and/or at departmental and/or Faculty meetings | | <p>Local meetings/some National.</p> |

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| and/or membership of a limited number of committees. | | |
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Essential Criteria

1. Completion of a post-graduate qualification (ideally a PhD), or equivalent qualifications and experience.
2. Demonstrated ability to conduct research and the production of conference and seminar papers and publications from that research either as a member of a team or, where appropriate, independently.
3. High level knowledge of key research, theories, policies and practices in higher education, including current trends, challenges and reforms
4. Demonstrated ability to exercise independence, initiative, and judgement; and to complete tasks with minimum supervision.
5. Willingness to take on a range of different tasks, and to learn new skills to increase the range of tasks able to be undertaken.
6. Ability to manage a range of projects and competing deadlines.
7. Demonstrated exceptional interpersonal, written and oral communication skills.
7. Demonstrated ability and experience of draft grant applications and undertake administrative skills relevant to the position.
8. Demonstrated ability to work independently and as a leader or member of a team.
9. Proven high level administrative and organisational skills.

Desirable Criteria

1. Knowledge of granting/funding bodies relevant to learning and teaching.