



POSITION DESCRIPTION

Position:	Program Leader (Trinity College), Bachelor of Arts (Extended)
Department:	Pathways School
Reporting to:	Associate Dean, Teaching and Learning
Directly supervising:	Academic staff in BA (Ext) program
Salary Range:	TCFS Band Level D3 FTE \$104,886 per annum plus 10% superannuation and 17.5% leave loading along with the Subject Leader allowance
Time allowance:	Time Fraction: 0.6 (Program Leader) Must also teach in BA (Ext) Extended units, and may also teach in Trinity College Foundation Studies units (where work is available)
Length of term:	3 years
Contact:	Dean, Pathways School
Date:	May 2021

POSITION SUMMARY

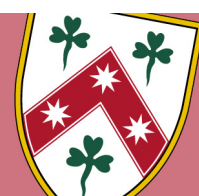
The Bachelor of Arts (Extended), the BA (Ext), is an innovative course for motivated and aspiring Indigenous students who have not obtained the results for direct entry into the Bachelor of Arts. This course 'extends' the first year of a university degree and inserts a series of transition subjects within the early phase of a student's degree to ensure that they have a strong academic foundation for their studies. This course is overseen by the Faculty of Arts within the University of Melbourne, and all teaching and learning within the BA (Ext) is subject to governance by the University.

The Program Leader is responsible for the day-to-day management of Trinity College's delivery of BA Ext units, including the recruitment, management and support of teaching staff. The Program Leader is also responsible for maintaining key relationships with the University of Melbourne and participating in the promotion of best practice teaching within the broader institution through participation in key committees and otherwise. The Program Leader is also required to provide advice to the wider community of Trinity College to promote Indigenous education through participation on the Pathways School Teaching and Learning Committee and in other ways.

SELECTION CRITERIA

Essential:

1. A recognised tertiary qualification relevant to the role.
2. Demonstrated work experience in Indigenous education.
3. Demonstrated ability to manage staff and lead people.
4. Proven track record of leadership together with managing curriculum and teaching and learning issues in an educational environment.





5. High level interpersonal and communication skills (written and oral) with the ability to cultivate productive working relationships and strengthen strategic partnerships.
6. Demonstrated experience maintaining confidential records and performing administrative tasks related to teaching.
7. Well-developed computer literacy using Microsoft Office applications and the capacity to use online learning environments (the University of Melbourne uses a learning management system, 'LMS,' similar to TCOLE)
8. A commitment to academic excellence and an understanding of Australian higher education
9. An interest in and desire to contribute to the educational vision, values and planning and strategies of the College.

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.

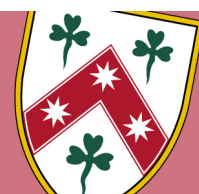
KEY RESPONSIBILITIES AS PROGRAM LEADER

Management of the BA (Ext) teaching and learning unit

1. Supervise and lead the academic staff who teach the BA (Ext) subjects. This involves staff recruitment, induction, assessing and providing feedback on performance, administrative support, and, in conjunction with Trinity HR, provide relevant professional development and training.
2. Lead program reflection, innovation and future planning, with a particular focus on the design of curriculum development and broader teaching approach in order to develop and maintain best practice teaching that meets the educational goals of the program.
3. In conjunction with the Pathways School Associate Dean, prepare annual budgets and assist with monitoring expenditure against this budget.

Management of partnerships with the University of Melbourne

1. Develop and foster broad positive working relationships within the University of Melbourne, especially within the Faculty of Arts and Murrup Barak. Key people include: the Director of the Bachelor of Arts; recruitment and student support staff within Murrup Barak; academic and professional staff within Australian Indigenous Studies; curriculum staff within Teaching Innovation; and other support staff across university support units including Stop 1 and Student Equity and Diversity. This also includes participation in key committees, such as the Bachelor of Arts Course Standing Committee, the Faculty of Arts Teaching and Learning Committee, and the Indigenous Student Recruitment and Retention Working Group.
2. Develop and maintain strong working relationships with the professional staff within the School of Culture and Communication to ensure good support for BA (Ext) teaching staff in terms of administration (e.g. overseeing timetabling, arranging staff IT accounts, LMS access, results entry and Board of Examiners processes) and policy compliance in teaching-related areas (such as attendance, extensions, special consideration, and student equity).
3. Develop and maintain strong working relationships with Murrup Barak staff to promote student wellbeing and academic success. This includes liaison around areas such as student events, support, and, more generally, the intersection between student wellbeing and academic life.





4. Develop and maintain strong working relationships with the teaching staff within the Bachelor of Science (Extended) program, which runs parallel to the BA (Ext). The BSc (Ext) shares the 'Engagements with Place' subject with the BA (Ext), and students across both programs share many experiences. The goal is to promote shared practices across both programs to promote student wellbeing and academic success.

Engagement within Trinity College

5. Promote engagement with Indigenous knowledge and practices across the whole of the college. This includes support for other departments within the Pathways School who are seeking to revise curriculum and teaching approaches. This work includes participation on key Pathways School committees such as the Teaching and Learning Committee. This also includes giving advice to other aspects of the college that are involved in Indigenous partnerships, including the Leeper Library and the Visiting Scholars program.
6. Participate in strategic planning relating to the college as a whole. This involves areas such as the development of a Reconciliation Action Plan, consultations around, and participation within, the Indigenous Higher Education Conference, and other college projects as appropriate.

WORKING RELATIONSHIPS

1. The BA (Ext) Program Leader is responsible to the Pathways School Associate Dean, Teaching and Learning, who is their line manager.
2. The BA (Ext) Program Leader is the line manager for all of the BA (Ext) teaching staff.
3. The BA (Ext) Program Leader is expected to work closely with institutional partners within the University of Melbourne, as described above in the Key Responsibilities section.
4. The BA (Ext) Program Leader is expected to work closely with staff within Trinity College, as described above in the Key Responsibilities section.

CHILD SAFETY

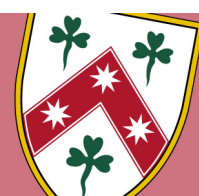
Trinity College is committed to providing a safe, secure, disciplined and quality learning and residential environment in which all students can develop their individual talents, interests and abilities through a curriculum that fosters the intellectual, physical, social and moral development of the 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.

All Employees must:

- Comply with the Trinity College OHS Policy.
- Cooperate with your employer about any action they take to comply with the OHS Act or Regulations.
- Comply with safe work practices, with the intent of avoiding injury to yourself, others and damage to plant and equipment.
- Comply with any direction given by management for the intent of health and safety.
- Report all accidents and incidents that occur in the workplace immediately.
- Report all known or observed hazards to ensure corrective actions are implemented to avoid reoccurrence.
- Adopt work practices that support OHS in the workplace.
- Seek guidance for all new or modified work procedures implemented within the workplace.





- Participate in meetings, training and other environment, health and safety activities as required.

All Supervisors must:

- Comply with the Trinity College OHS Policy.
- Comply with safe work practices, with the intent of avoiding injury to yourself, others and damage to plant and equipment.
- Providing all staff with relevant OHS information in an appropriate, timely manner.
- Adopt work practices that support OHS in the workplace.
- When permitted provide adequate supervision through technical guidance and support.
- Ensure that all staff, including contractors under local control, are appropriately inducted.
- Conduct regular inspections to identify risk/aspects, implementing corrective action and arranging monitoring where required.
- Report all accidents and incidents that occur in the workplace immediately.
- Report all known or observed hazards to ensure corrective actions are implemented to avoid reoccurrence.
- Provide appropriate facilities for safe storage, handling and transport of hazardous substances.

Managers and Directors/Deans must:

- Provide a safe environment for all staff, student and visitors.
- Provide safe systems of work.
- Provide plant and substances in safe working condition.
- Provide suitable facilities for the welfare of workers.
- Provide information, instruction, training and supervision that is reasonably necessary to ensure that each worker is safe from injury and risks to health.
- Provide a commitment to consult and co-operate with workers in all matters relating to health and safety in the workplace.
- Provide a commitment to continually improve performance through effective safety management.
- Provide a OHS Management System where all risk issues are identified, recorded, rectified and monitored.
- Provide a consultative structure where staff can participate in regular meetings to discuss OHS issues.

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 around 2000 talented students from across Australia and around the world. These programs include:

- The residential College for undergraduate students of the University of Melbourne, both resident and non-resident.
- The Pathways School, including Trinity College Foundation Studies (TCFS), a unique course which prepares high achieving international 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; and Short Programs for domestic and overseas secondary school students, including Young Leaders Programs.
- Trinity College Theological School (TCTS), which, through the [University of Divinity](#), offers high-quality, accredited degrees and diplomas, and also serves the wider community by offering professional development workshops, seminars and lectures in our [Continuing Education](#) program.





TRINITY COLLEGE

THE UNIVERSITY OF MELBOURNE

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 – Marketing, Communications and Events, Human Resources, Property and Facilities Services, and Finance and Administration. The Advancement Office and Trinity College Foundation undertake friend-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.

For a description of the University of Melbourne, see <http://about.unimelb.edu.au/>.

Trinity College: Excellence, Community, Diversity, Society

