



POSITION DESCRIPTION

Position:	Lecturer/Tutor, Psychology
Department:	FS-Teaching & Learning (214)
Reporting to:	Psychology Subject Leader
Salary Range:	Level B2 – C1 FTE \$81,656 – \$95,212 (dependent on qualifications and experience) plus 11.5% superannuation and 17.5% leave loading
Contact:	Dr Maureen Vincent Email: mvincent@trinity.unimelb.edu.au
Date:	December 2024

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 topics such as scientific theory and critical thinking, biology of the mind, child development, adolescence and adulthood, learning, intelligence, personality, social psychology, psychological disorders, therapy and stress and health. Psychology students are required to attend one lecture (1.5 hours) and one tutorial (1.5 hours) per week and all class delivery is face to face.

The lecturer/tutor will be responsible for the preparation and delivery of the curriculum in the form of lectures and (repeat) tutorials. While the lecturer/tutor will be required to deliver prepared lectures, all teaching staff are required to develop tutorial content that complements the lecture series. 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 mentoring and 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:

- An APAC accredited tertiary qualification or a higher degree in Psychology.
- Demonstrated work experience in lecturing and teaching Psychology at Foundation Studies Level, VCE or University level.
- Demonstrated experience in lecturing and teaching psychology face to face.
- Demonstrated evidence of innovative and engaging curriculum development and delivery in terms of developing (and presenting) new tutorials and lecture content as well as reviewing existing materials within a specified time frame.





- Experience in preparing relevant resources for students, marking assessments in a timely manner and contributing to standardized assessment protocols.
- Evidence of excellent student feedback.
- The ability to work independently as well as collaboratively within a team environment and meet deadlines.
- High level interpersonal and communication skills (written and oral) at all levels within a culturally diverse education community or similar environment.
- A commitment to academic excellence and an understanding of Australian educational practices
- Demonstrated experience maintaining confidential records and performing administrative tasks related to teaching.
- Well-developed computer literacy using Microsoft Office applications (including MS TEAMS).

Desirable:

- A formal qualification in the delivery of education

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
- The successful applicant must secure, or be in the process of securing, a Working with Children approval or equivalent registration

KEY RESPONSIBILITIES

1. Delivery of face-to-face Psychology lectures and tutorials, that complement the lecture material, in a dynamic, engaging and innovative manner.
2. Active involvement in the preparation of lectures and tutorials; this may involve writing, reviewing and revising lecture and tutorial materials.
3. Contribute to the development of assessment tasks and rubrics, prepare relevant student resources, and meet deadlines in the marking and moderation of assessments and recording of marks.
4. Write academic reports, identify students at risk and engage in other administrative tasks as required.
5. Be available for student consultation and mentoring as required.
6. Attend departmental meetings, staff meetings and conferences as required
7. Assist in student orientation activities and study commons.

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

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 1,500 talented students each year 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 one-year course which prepares able overseas students for undergraduate entry to the University of Melbourne and other leading Australian universities.
- Trinity College Theological School (TCTS), which offers degree and other courses for training an forming Anglican clergy and others, on campus, online and in parishes.

Trinity has values of:

- Being respectful of ourselves and others
- Aspiring for excellence
- Seeking diversity and inclusivity
- Acting with integrity
- Fostering a sense of belonging

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 characterized 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.

