



Lecturer or Senior
Lecturer

Pre-Medicine
Certificate Program

School of Medicine
Fremantle Campus

Candidate information pack

notredame.edu.au

ABOUT THE UNIVERSITY OF NOTRE DAME AUSTRALIA

The Objects of the University are:

- a) the provision of university education, within a context of Catholic faith and values; and*
- b) the provision of an excellent standard of –*
 - i) teaching, scholarship and research;*
 - ii) training for the professions; and*
 - iii) pastoral care for its students.*

The University of Notre Dame Australia is a private Catholic university with over 1,000 permanent staff providing an exceptional educational experience to over 12,000 students across our Broome, Fremantle and Sydney campuses.

Degrees and courses are offered in: Arts & Sciences, Business, Education, Health Sciences, Law, Medicine, Nursing, Physiotherapy and Philosophy and Theology.

The University has sought to create an environment where staff and students feel part of a community, welcoming people from all backgrounds regardless of their faith. As a Catholic University, Notre Dame is committed to the pastoral care of staff and students.

The University seeks to recruit outstanding people who understand and respect our Objects, and have the skill, experience, qualifications, drive and persistence to pursue them. We expect our staff to be committed to excellence, to be creative, resourceful, self-initiating, and caring of each other and their students.

The University has a focus on educating the whole person and in forming our students intellectually within the context of the integration of faith and reason.

We achieve this through providing a liberal arts education in the Catholic intellectual tradition. As a young and innovative university, we are dedicated to providing a personal service to our students and adopting a caring approach to learning. Providing high quality university teaching, and professional work experience opportunities are critical to preparing our students for life and great career.

Integral to our success is our staff. We greatly value their loyalty to the University, our students and their commitment to striving for excellent results.

We look forward to welcoming you to our unique Notre Dame community.

For more information about Notre Dame, working for a Catholic university and our Staff Benefits visit notredame.edu.au/about/employment

POSITION DETAILS

Position title	Lecturer or Senior Lecturer, Pre-Medicine Certificate Program
School/Office	School of Medicine
Location	Fremantle Campus
Employment type	Part-time (0.5FTE), Continuing
Remuneration	Level B - From \$111,247 pa (pro rata), inclusive of \$97,145 base salary pa, 13% superannuation and 17.5% annual leave loading Level C – From \$136,276 pa (pro rata), inclusive of \$119,001 salary pa, 13% superannuation and 17.5% annual leave loading
Closing date	7 August 2020

About the role

This position is offered as either Lecturer or Senior Lecturer depending on candidate's academic experience and qualifications.

This position will work with the Deans of Schools where students are studying their primary degree. It involves coordinating students in the Pre-Medicine Certificate, in activities related to the School of Medicine and the Program itself. The Lecturer/Senior Lecturer will assist in the teaching of these students and providing academic, administrative and professional support and guidance.

Enquiries about the role

For further information about the role, please contact School of Medicine, Associate Professor Elizabeth Mortley, Pre-Medicine Certificate Course Coordinator on +61 8 433 0685 or email elizabeth.mortley@nd.edu.au

How to apply

Submit your application to jobs@nd.edu.au

Applicants are expected to address all selection criteria and have current and valid work rights in Australia.

For further information on how to prepare your application visit notredame.edu.au/about/employment/how-to-apply

Aboriginal and Torres Strait Islander people are encouraged to apply.

The University of Notre Dame Australia seeks to increase the diversity of our workforce to better meet the different needs of the University and its stakeholders and to improve equal opportunity outcomes for our staff.

DUTY STATEMENT

The responsibilities in this Duty Statement are in addition to the requirements set out in The University of Notre Dame Australia Academic Staff Conditions of Employment, and may be amended from time to time by the Vice Chancellor or the University.

This position reports to the Associate Professor, Pre-Medicine Certificate Course Coordinator.

The duties of the position include, but are not limited to:

1. Participate as a member of the School of Medicine team in shared decision making, to ensure that School goals are consonant with the University's Objects and strategic direction as a Catholic University;
2. Provide academic, administrative and professional and personal mentorship and support for students in the Pre-Medicine Certificate (PMC) Program;
3. Examine opportunities for the development of the PMC Program to best meet the goals of the program and the School of Medicine;
4. Examine opportunities for the development of inter-professional teaching within the PMC courses from within the School of Medicine and the wider academic community of the University;
5. Assist in teaching the courses in the Certificate program, primarily through acting as a coordinator/lecturer and/or tutor;
6. Explore and organise opportunities for students to participate in activities with the School of Medicine;
7. Attend and participate in relevant meetings, committees, events and professional development, as required;
8. Contribute to the student marketing, admission, interview, enrolment and re-enrolment processes;
9. Play a major part in scholarship and research relevant to the discipline;
10. Ensure compliance with Occupational Health and Safety standards and guidelines including identifying, assessing and controlling health and safety risks in the workplace; and
11. Other duties as directed by the Associate Professor, Pre-Medicine Certificate Course Coordinator.

ORGANISATIONAL CHART



SELECTION CRITERIA

Essential:

1. Supportive of the [Objects](#) of Notre Dame as a Catholic University.
2. Committed to teaching in the context of the [Code of Ethical Standards for Catholic Health and Aged Care Services](#).

Qualifications and Experience:

3. Bachelors degree in the discipline of nursing, other health discipline, Public Health or Health Sociology.
and/or
4. Masters degree or equivalent, or working toward a Masters in, or similar to, public health, health education or tertiary education.

Knowledge, Skills and Abilities:

5. Experience teaching in a university environment and mentoring students.
6. High level of interpersonal and communication skills, both written and verbal; and demonstrated organisational and time management skills.
7. Experience in curriculum design and development, preferably in a university or tertiary setting; or working towards postgraduate qualifications in this area.
8. Experience in course, (unit or subject) development and/or delivery.
9. Demonstrated computer and database literacy and experience in learning management systems such as BlackBoard.
10. Experience in the delivery of blended or mixed mode learning for the online learning environment.