

APPLICATION PACKAGE

Thank you for your interest in our vacancy for:

Position Title:	Trainer & Assessor, Nursing
Office:	Vocational Education Training, Broome Campus
Level:	Negotiated, \$82,724 - \$92,519 per annum
Type:	Full-time, maximum-term

To ensure you understand the position you are applying for, and requirements of the application process, please read the following information carefully:

1. About the University and The *Objects* of the University;
2. Code of Ethical Standards;
3. Duty Statement;
4. Selection Criteria;
5. General Information; and
6. Application Cover Sheet.

To apply for the position, please ensure that your application include the information as required on the University website <https://www.notredame.edu.au/about/employment/how-to-apply>

ABOUT THE UNIVERSITY AND THE *OBJECTS* OF THE UNIVERSITY

The University of Notre Dame Australia is a Catholic university with campuses in Fremantle, Broome and Sydney. The *Objects* of the University are the provision of university education within a context of Catholic faith and values and the provision of an excellent standard of teaching, scholarship and research, training for the professions and the pastoral care of its students.

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.

(Section 5, The University of Notre Dame Australia Act (1989))

The Catholic Faith

The Catholic faith unites twenty centuries, all nations and at present around 1.2 billion people. The Catholic Church's key work is '*sanctification*': making the world holy; bringing people to God through Jesus Christ.

Many who are not Catholic but belong to a different Christian church have important and valuable relationships with the Catholic Church. The Church also has significant relations with the other major world faiths.

The Church seeks sanctification in many ways, including by a number of *activities and works*; most obviously in this country through engagement in healthcare, education and social services (the Church is the largest healthcare provider on earth, and operates one of the largest education systems globally). In addition, the Church's *moral teaching*—the understanding of the moral life the Church proposes and commends to the faithful—animates countless projects and activities throughout the world, as well as the lives of hundreds of millions of people, including many millions of Australians.

Many people who do not share Catholic faith have enjoyed happy working relationships within Church institutions and agencies. Of course, for this to be possible there has to be some *understanding* of the Church's position, particularly as it reflects our own work and life, and a *genuine respect* for this position. In other words, people who completely reject the Church's stance, or find it offensive, uncomfortable, impossible to support in the workplace, embarrassing to identify with as a staff member etc. are unlikely to be suited to working in Church institutions. This is the same basic position as any university or any other institution adopts and follows through its Mission Statements and other statements of value and purpose.

The Church's requirement of all who work within Catholic institutions is genuine respect; and from staff members who are themselves Catholic the Church asks a little more: an active support for the work of the Church in their institution.

The Catholic Intellectual Tradition

At Catholic universities the most prominent aspect of the Church is *Catholic intellectual tradition*. It is important for all staff members of a Catholic university to know something about this - and for all *academic* staff members to be familiar with the main ideas and open to learning more - as it is these ideas which are the context for the institution's view of academic life.

Catholic intellectual tradition begins with the thought that faith is *fully compatible with reason* (i.e. there is no conflict between our religion and any true science or other academic knowledge). The tradition acknowledges that:

- men and women of all traditions can come to *know that God exists* by using their minds, their reason—though to know much more about Him will also require faith;
- people can distinguish between *reality and illusion*, and so can know the objective truth about the world;
- ethics, or morality, is not simply a matter of what you like or what your culture approves but is based on some *objective moral truths* about human persons and their flourishing—truths that hold across cultures;

- the foundations of morality (e.g. we should never attack human life; truth is good and should be pursued; marriage and family are great social goods; people have a natural right to anything strictly necessary for their welfare; and so on) are *known by reason*, our own thinking minds—we do not need faith to know the basis of morality;
- society exists to serve the *common good* and has a particular duty towards the needs of the most vulnerable—from conception to old age;
- *prayer* is a crucial activity for religious believers; we pray together frequently for the happiness and salvation of all peoples, including our own happiness and salvation; and
- it is our Christian duty to provide the *works of the Church* humbly to all who can benefit from them.

Catholic intellectual tradition contains many ideas, inspires hundreds of universities, colleges, seminaries and thousands of schools. Catholic intellectual tradition also underpins whole systems of Christian social action and informs the personal and working lives of millions of individuals. The tradition is captured in many publications, including teaching documents of the Church—official statements and explanations of Catholic positions. The University can always give advice on how to access these documents. One obvious starting place to learn about the Catholic faith is the *Compendium to the Catechism of the Catholic Church*, a short version of the longer *Catechism* document, which is widely available. To learn more specifically about the Catholic intellectual tradition one good introductory source is *Our Sunday Visitor's Encyclopedia of Catholic Doctrine* (Our Sunday Visitor: 1998).

CODE OF ETHICAL STANDARDS

The Code of Ethical Standards is addressed to all health care practitioners working in Catholic health and aged care organisations.

The Code of Ethical Standards for Catholic Health and Aged Care Services in Australia sets out the principles of health care in the Catholic Tradition.

It seeks to provide practical guidance and a deeper understanding of the theological and ethical context in which compassionate health, aged and community care is provided.

For further information on the Code of Ethical Standards for Catholic Health and Aged Care Services in Australia, please visit: <http://www.cha.org.au/code-of-ethical-standards.html>

**VOCATIONAL EDUCATION AND TRAINING
BROOME CAMPUS**

DUTY STATEMENT

**TRAINER AND ASSESSOR, NURSING
(Negotiated, Full-time)**

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.

The Trainer and Assessor's primary role is to teach, facilitate learning, assess and mentor students in accordance with relevant training package requirements. The position also undertakes Professional Activities and Activities Related to Delivery. This position may be required to work off campus, and travel to remote areas of the Kimberley, or other regions.

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

1. planning, developing and delivering quality training and assessment in accordance with the relevant training package/s, Standards for Registered Training Organisations 2015 and Australian Qualifications Framework in a variety of environments including classrooms, remote communities, simulated settings, industry and workplaces;
2. engaging students in the learning processes using a variety of delivery methods and learning environments, to ensure learning outcomes are met;
3. providing guidance, counselling and course advice to students to facilitate success in their program including assisting with student marketing, admission, interview, enrolment and re-enrolment processes;
4. undertaking simulated and workplace assessment using a variety of strategies and methodologies including Recognition of Prior Learning (RPL) assessment;
5. participating in validation, moderation and course evaluation processes;
6. completing and maintaining all documentation related to training and assessments, and ensuring that records are complete and accurate, and that confidentiality is maintained;
7. participating in industry consultations to identify industry/community requirements in relation to the delivery and assessment of training programs;
8. implementing continuous improvement regarding training and assessment duties by acknowledging and acting on feedback from students, industry and related stakeholders;
9. pursuing professional development, including return to industry, to ensure personal knowledge, skills and competencies relevant to training and assessment duties are current and constantly advanced;
10. maintaining memberships of committees and networking with the University and industry;
11. ensuring compliance with Occupational Health and Safety standards and guidelines including identifying, assessing and controlling health and safety risks in the workplace; and
12. other duties related to training and assessment, as directed by the Head of Campus, Broome or VET Manager.

SELECTION CRITERIA

ESSENTIAL

1. Demonstrated commitment to the Code of Ethical Standards for Catholic Health and Aged Care Services in Australia.
2. Strongly committed to and supportive of the Objects of the University.

Qualifications and Experience:

3. Current registration with Australian Health Practitioners Regulation Agency.
4. Bachelor of Nursing degree.
5. Proven experience in Vocational Education and Training delivery and assessment in HLT23215 Cert II Health Support Services and HLT33115 Cert III Health Services Assistance.
6. Hold TAE40110 or TAE40116 Certificate IV in Training and Assessment.
7. Current and unrestricted “C” Class Drivers Licence

Knowledge, Skills and Abilities:

8. Excellent communication and interpersonal skills, both oral and written.
9. Ability to demonstrate leadership, initiative and self-direction.
10. Knowledge of the Nursing and Midwifery Board of Australia Registered Nurse standards for practice and Codes of Professional Conduct and Ethical Standards relevant to the students’ discipline (i.e. Registered Nurse, Registered Midwife, Mental Health Nurse, Enrolled Nurse, Assistant in Nursing).
11. Knowledge of relevant legislation, policies and procedures for nursing practice and specific to student scope of Nursing Practice.

DESIRABLE

12. Previous experience teaching VETiS students.

GENERAL INFORMATION

SALARY RANGE

Negotiated \$82,724 - \$92,519 per annum

Plus 12% superannuation and Location Allowance if applicable.

Commencement salary will be determined in consideration of the applicants experience and qualifications.

APPOINTMENT

This appointment is a full-time (37.5 hours per week) maximum-term contract ending on 31 December 2019 and includes a four month probationary period.

APPROXIMATE STARTING DATE

As negotiated with successful applicant

LOCATION

This Position can be based on the Broome or Fremantle Campus:

Vocational Education & Training (VET)
(School of Nursing & Midwifery)
The University of Notre Dame Australia
Broome WA 6725

Vocational Education & Training (VET)
The University of Notre Dame Australia
Fremantle WA 6160

<https://www.notredame.edu.au/current-students/get-help/campus-maps>

ENQUIRIES ABOUT THE POSITION

For information about the duties and nature of the position, or progress of the selection process, enquiries should be directed to Cath Josif:

Phone: (08) 9219 0646, Email: cath.josif@nd.edu.au

CLOSING DATE FOR APPLICATIONS: No later than 9.00am 19 November 2018

The University is not required to accept applications that are received after the closing date and time, and reserves the right to appoint by invitation, or to make no appointment at all.

Shortlisted candidates will be contacted by telephone to arrange an interview.

No further correspondence will be forwarded to unsuccessful applicants.

All applications will be acknowledged by email. Should you not receive an acknowledgement of the receipt of your application, please contact the Staffing Office otherwise your application may not be considered.

SUBMITTING YOUR APPLICATION

To apply for the position, please ensure that your application include the information as required on the website <https://www.notredame.edu.au/about/employment/how-to-apply>

Please ensure you submit the following attachments in PDF format as part of your application

- The application cover sheet
- Covering letter
- Resume
- Selection criteria
- Qualifications
- Evidence of your legal right to work in Australia
- Other clearances (if applicable)

Applications should be emailed or faxed:

Email: jobs@nd.edu.au

Fax: 08 9433 0544

Postal applications should be addressed to:

Staffing Office

The University of Notre Dame Australia

PO Box 1225

Fremantle WA 6959

Thank you for your interest in employment at The University of Notre Dame Australia



POSITION DETAILS

Position Title

School/Office

Where did you learn of this vacancy? Seek The West
 The Australian Campus Review
 UNDA Website Other (please specify)

APPLICANT DETAILS

Title Mr Mrs Ms Miss Dr Prof. Assoc Prof

Given Names Family Name

Postal Address

Suburb State Postcode

Phone Numbers Home Work

Mobile Other

Email Address

Resident Status: (please attach evidence)

Visa Type: (please attach evidence) Visa Expiry Date

Are you an existing UNDA employee? Yes No
 Do you give permission for UNDA to verify your visa status with the Department of Immigration & Citizenship? Yes No
 Do you give permission for UNDA to contact your referees? Yes No
 Do you wish to be considered for similar vacancies at UNDA? Yes No

ATTACHMENTS

Resume Yes No
 Covering letter Yes No
 Selection criteria Yes No
 Qualifications Yes No
 Other clearances (if applicable) Yes No

SIGNATURE

Applicants Signature Date

ACKNOWLEDGEMENT

Thank you for your application and for your interest in employment with the University of Notre Dame Australia.

- All applications will be acknowledged by email. Should you not receive an acknowledgement of the receipt of your application, please contact the Staffing Office. Otherwise your application may not be considered.
- The short-listing process is usually completed within 2 weeks of the closing date.
- If you have not been contacted within this timeframe, unfortunately you have not been successful in being short listed for an interview & no further correspondence will be forthcoming.
- The University reserves the right to appoint by invitation or make no appointment at all.