



FOR HR USE ONLY	
CAT Code	CAT20643
Position Number	
Primary Function	

**POSITION DESCRIPTION**

**POSITION DETAILS:**

<b>POSITION TITLE</b>	<b>Facilitator</b>
<b>SCHOOL / DEPARTMENT</b>	Centre for Continuing Education
<b>FACULTY / PSU / PORTFOLIO</b>	Deputy Vice-Chancellor (Education) portfolio
<b>CLASSIFICATION LEVEL</b>	HEO 7
<b>CLASSIFICATION DATE</b>	24 July 2020

**PRIMARY FUNCTION INCLUDING UNIT CONTEXT:**

The Facilitator will make a significant contribution to teaching and learning practice, design and evaluation within the Centre's non-award program in the relevant subject areas. The incumbent will work independently by managing design of the course content and delivering the content in the class either online or on Campus with academic advice and direction from a subject matter expert nominated by the Non-Award Sub-Committee (NASC) of the Board of Interdisciplinary Studies (BIS).

CCE is undergoing a period of transformation, and during this time, the incumbent will need to be adaptive and flexible to the changing work environment. This is a casual position.

**UNIVERSITY & FACULTY / PSU / PORTFOLIO OVERVIEW:**

Through community and industry engagement, the Centre for Continuing Education (CCE) contributes to the education strategy of the University of Sydney. Through an extensive program of course offerings, CCE provides continuing education opportunities for learners across a broad subject offering – these range from personal interest to skill based professional development and tailored corporate training courses. CCE partners with other business units within the university to provide client and logistical services to support collaborative delivery of courses. The Centre is a part of the University's Deputy Vice-Chancellor (Education) portfolio.

Like the University, CCE is undergoing a period of transformation and during this time, the incumbent will need to be adaptive and flexible to the changing work environment. Being part of a small team, there is a requirement to assist with other duties during planning and unplanned absences of team members. Periods of annual leave will need to be considered around the annual program of courses and leave taken by other team members.

**KEY ACTIVITIES AND ACCOUNTABILITIES:**

The following activities and accountabilities are designed to deliver outcomes aligned with the University's strategic goals. In the course of delivering outcomes, the incumbent is expected to honour and adhere to the University's policies, codes and guidelines including the University's Code of Conduct while consistently demonstrating its culture and values.		FREQUENCY
1.	<p><b>Contributes to outstanding educational design, delivery, evaluation and outcomes</b></p> <ul style="list-style-type: none"> <li>Undertakes independent teaching in area of expertise or related area</li> <li>Engages in high-quality teaching and learning experiences at non-award level which meet the University's expectations and standards for education-focused staff</li> <li>Designs and delivers quality educational courses that support participant professional development needs and meet industry requirements</li> <li>Engages with professional learning opportunities provided at the Centre and University level</li> <li>Systematically reviews and uses feedback on participant learning to adjust educational approaches to improve learning outcomes</li> <li>Evaluates teaching and learning - both at a program level and in relation to own practice – and applies learnings to improve practice and outcomes</li> <li>Responds, reviews and implements course review advice from the Non-Award Sub-Committee (NASC) of the Board of Interdisciplinary Studies (BIS)</li> <li>Demonstrates impact through improving learning outcomes, experiences and learning</li> <li>Engages with best practice in teaching and learning within the subject area including teaching innovations informed by relevant scholarly literature.</li> </ul>	Ongoing
2.	<p><b>Applies knowledge of contemporary pedagogical practice to innovate education</b></p> <ul style="list-style-type: none"> <li>Maintains currency in the subject area and develops knowledge of contemporary, subject area-specific pedagogical practice</li> <li>Applies learnings and knowledge from scholarly and professional activity to inform educational practice</li> <li>Develops educational resources which reflect contemporary and innovative practices in the subject area.</li> <li>Develops and suggests innovative practices in education, with the aim to improve educational outcomes.</li> </ul>	Ongoing
3.	<p><b>Engages beyond the University</b></p> <ul style="list-style-type: none"> <li>Develops profile through pedagogical conferences, seminars and outreach activities</li> <li>Maintains active involvement with discipline and professional associations, including assisting with the organisation of seminars, conferences and activities</li> <li>Applies industry knowledge to inform teaching and learning practices.</li> </ul>	
4.	<p><b>Administrative duties</b></p> <ul style="list-style-type: none"> <li>Marks the class roll online</li> <li>Liaises with Program staff to confirm the class schedules</li> <li>Communicates to participants in class the necessary and relevant University guidelines on emergency, safety and security</li> <li>Attends ad hoc meetings as required.</li> </ul>	As required

**MANAGEMENT DATA**

REPORTS TO: Role to which this position reports	Operations Manager
2 UP REPORT:	Director
DIRECT REPORTS: number of direct reports to this position	None
INDIRECT REPORTS: number of reports via subordinates to this position	None
OPERATING BUDGET (Excludes Salaries)	N/A

**KEY RELATIONSHIPS****KEY INTERNAL RELATIONSHIPS – across/within the University**

MAIN CONTACTS (3 in order of most to least frequent)	PURPOSE
CCE's Logistics Team	Build effective relationships, provide support for enquiries and logistics of course delivery
CCE's Program Team	Build effective relationships, provide support for enquiries and program delivery

**KEY EXTERNAL RELATIONSHIPS – outside of the University**

MAIN CONTACTS (3 in order of most to least frequent)	PURPOSE
Participants	Face to face or online teaching activity

**DECISION MAKING AND DELEGATIONS OF AUTHORITY**

The staff member will work under broad supervision with work goals being achieved through their own initiative. They will have discretion to carry out tasks in the order and method they see as most appropriate, provided that set priorities and deadlines are achieved, and University protocols and policies are followed. They will provide advice and resolve all routine matters, address some complex matters related to their key accountabilities, and collaborate with other staff (often more senior) to resolve other complex matters that need to be addressed. As a subject matter expert, they will be responsible for a defined body of work and be the first point of contact before a matter is referred to a more senior staff member. Actions and decisions are taken collaboratively where appropriate.

**QUALIFICATIONS AND/OR CERTIFICATIONS**

Tertiary qualification in the field relevant to the subject area or other higher professional qualifications appropriate to their discipline complemented by the professional experience

**EXPERIENCE AND SKILLS**

CRITERIA (Select up to 8 in order of most to least important)
A proven ability, commitment and passion for engaging in teaching activities to inform innovative pedagogical practice
Broad experience in teaching and learning in a non-award or tertiary environment, as evidenced by participation in team teaching within an established program and experience in teaching in a variety of settings
Demonstrated success in designing, implementing and evaluating teaching and learning initiatives
A developing network of relationships with key academic, industry and professional institutions, partners and stakeholders
Demonstrated capacity to stimulate, actively engage and educate an audience using a range of media

**AUTHORISATION**

Confirmation that this is a true reflection of the accountabilities of this role.

AUTHORISED DELEGATE	Position Title: Director
	Name: