

Role Statement – Teaching Program Director (TPD)

POSITION DETAILS

College/ Portfolio	College of Medicine and Public Health
Classification	Level C or above
Duration of Appointment	31 December 2022
Workload Allocation	Medical Science 0.5FTE; Medicine 0.5FTE; Paramedics 0.3FTE; Public Health 0.3FTE for a period of 2 years
Supervisor (Title)	As per current arrangements in place

POSITION SUMMARY

The Teaching Program Director (TPD) in the College of Medicine and Public Health will be an active educator who provides leadership across the health disciplines for educational activities and will contribute towards the enhancement of the student experience. This position will oversee the implementation and review of the learning and teaching initiatives within the College, including student experience initiatives, and continuous improvement activities relating to learning and teaching area as well as the student experience.

The position will support the Dean (Education) and work in collaboration with the other TPDs to deliver the growth and improvements in the quality and impact of education throughout the College. Collectively, they will provide the strategic educational leadership across the College and build high-impact cross-disciplinary education teams and develop future education leaders. Working with the Dean (Education) and the Dean (People and Resources) they will be responsible for identifying the people and infrastructural resources that are required to deliver high-quality educational programs within their program area.

It is expected that this role will provide leadership within one of the four programs (Medical Science, Medicine, Paramedics and Public Health) to ensure that the education endeavours and infrastructure of these programs are managed in a manner that supports the achievement of high-quality education outcomes. Each TPD will directly oversee a number of courses within their program but will also engage educators relevant to their programs from across the College and University. The TPD will provide leadership in the effective implementation of the University's education policies and strategies within the College, promoting the goals of excellence, people, culture and social vision.

UNIVERSITY EXPECTATIONS AND VALUES

All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:

- demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence and the underlying ethos of being Student Centred.
- contribute to the efficient and effective functioning of the team or work unit in order to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisor.
- perform their responsibilities in a manner that reflects and responds to continuous improvement.
- familiarise themselves and comply with the University's Work Health and Safety, Injury Management and Equal Opportunity policies and the Return to Work Act 2014.

For South Australia it is a requirement of this position that the incumbent maintain a current Child Related Employment Screening which is satisfactory to the University in accordance with the Children's Protection Act 1993 (SA).

KEY POSITION RESPONSIBILITIES

The TPD will work in collaboration with, and under the guidance and direction of the Dean, Education to:

1. Provide oversight of the delivery of the particular college teaching program and participation in internal and external committees (e.g. College Education Committee), including input into the timetabling process and oversee the monitor and allocation of teaching for academic staff in the program, the latter in conjunction with the Dean, People and Resources (or Discipline Group Lead).
2. Make recommendations for the Dean People and Resources regarding the approval of possible sessional staff needed and oversee allocation of sessional staff as a whole for the program within budget.
3. Oversee the monitoring of the performance of topics with the teaching program including class and tutorial sizes, ensuring the balance between quality and cost is maintained and advise the Dean, Education on optimal configuration.
4. Oversee the management of student appeals and any quality assurance activities arising from appeals.
5. Assist course coordinators to deal with urgent or difficult delivery issues and oversee meetings and effective communication with course coordinators within a teaching program and/or any subcommittees for effective design and delivery of the program.
6. Oversee the workload model implementation issues for staff within a program and advise the Dean, People and resources of issues in a timely fashion.
7. Provide academic recommendations to the Dean, Education in relation to admission, marketing (e.g. brochures and prospectus) and routinely administrative matters such as recognition of prior learning, credit, entry criteria and exchange programs.
8. Working with course coordinators, develop a business strategy for their courses and increase enrolments to increase student EFSTL including international commencements.
9. Advise the Dean, Education on innovations in course design and delivery (e.g. introduction of online) and proposed new courses and significant changes in courses.
10. Assist the Dean, Education, course coordinator and Discipline Group Leads in liaising with accrediting bodies and contribute to ensuring accreditation of programs is maintained and new programs are properly accredited (where appropriate).

Other responsibilities in line with the level of the role may be assigned by the Vice-President and Executive Dean and / or the University.

KEY POSITION CAPABILITIES

- A PhD or equivalent qualifications.
- Outstanding record of excellence in teaching and demonstrable commitment to student success.
- Demonstrated ability to contribute constructively and collaboratively to the performance and positioning of the discipline, as part of the leadership team.
- Demonstrated leadership and organisational skills, including the ability to lead others positively in a demanding and changing higher education environment.
- Demonstrated understanding of contemporary contexts for learning and teaching and the student experience and evidence of innovation in curriculum development and teaching delivery.
- Demonstrated capacity to engage locally and nationally to attract students and proven ability to work collaboratively with a range of internal and external stakeholders to achieve mutually beneficial outcomes.
- Proven ability to foster excellence in learning, teaching and the student experience in a University environment.
- Demonstrated ability to manage educational quality assurance processes, including those relating to delivery through third-parties and in local communities.
- Clear understanding & commitment to social accountability relevant to education in health care management.
- Demonstrated understanding of University systems with regards to education quality assurance and governance.
- Experience in coaching and mentoring staff, addressing learning and teaching issues experienced by staff, and dealing effectively with student related matters.
- High level interpersonal, communication, influencing, problem-solving and negotiating skills including the ability to consult, network and build relationships within the organisation and externally.
- Demonstrated ability to work effectively in a collegiate environment and to develop and achieve shared goals and objectives, and to negotiate agreed directions and outcomes.