

SCHEDULE 2 - Scope of Services

Title:	Lecturer, Business	Location:	Kiribati Institute of Technology
Position Created:	1 January 2019	Type of Appointment:	Fixed Term Contract

Job Specification

1. Summary of the broad purpose of the position and its responsibilities/duties

To support the overall delivery of full time and part time courses in Business Administration to Australian Vocational and Education Training (VET) quality standards.

2. Reporting/Working Relationships

The Lecturer, Business will report directly to the Academic Services Adviser.

For day to day operational direction during the period of the contract, the Lecturer, Business will report to the Head of School, Business.

The Lecturer, Business is required to work with the Executive Director, KIT / Team Leader SfEP, Scope Global staff, SfEP staff, as well as external stakeholders as appropriate.

3. Special Conditions

Scope Global is an Equal Opportunity Employer which requires you to read and comply with relevant Corporate Policies including Code of Conduct, Work Health and Safety, Child Protection Policy, Fraud Prevention, Detection and Investigation Policy and complete Police and security checks where required under the policy.

Novation

- a) You acknowledge that Scope Global is obliged under the Head Contract to include a right to novate this Agreement to a third Party.
- b) You agree that Scope Global and/or DFAT have the right to novate this Agreement.
- c) If the Agreement is novated You agree to continue providing services under this Agreement to the novated third party.

4. Statement of Key Outcomes and Associated Activities

The key responsibilities of the position will be to:

Performance Objectives and Specific Accountabilities	Action & Performance Indicators (Targets / KPI's)
<p>Deliver training and conduct assessment in units of competence within the Certificate I and II in Business to Australian VET Quality Framework Standards.</p>	<ul style="list-style-type: none"> • Training and assessment materials, to support the delivery and assessment, are developed and contextualised for Kiribati. • Training and assessment is delivered in an enthusiastic and effective way and consistent with Australian TVET quality standards. • Assessment is marked and returned to students within 3 weeks. • Training and assessment records are stored and maintained within the KIT electronic filing repository, consistent with Australian TVET quality standards. • Moderation of assessment is carried out in a timely manner, consistent with Australian TVET quality standards. • Evaluation of training and assessment is undertaken on a routine basis using KIT approved tools. • Attendance at class is on time and preparation for class is completed prior to the class.
<p>Assist with the development and delivery of short courses and customised TVET activities on Tarawa and outer islands.</p>	<ul style="list-style-type: none"> • Short courses and customized TVET activities are designed to meet the specific needs of key clients. • Training and (assessment materials, if applicable), are developed and adapted to support the delivery of short course programs. • Short courses and customised TVET activities delivered in an enthusiastic and effective way and consistent with Australian VET Quality Standards. • Training and assessment records (if applicable) are stored and maintained, within the KIT electronic filing repository, consistent with Australian VET Quality Standards

	<ul style="list-style-type: none"> • Moderation of assessment (if applicable) is carried out in a timely manner, consistent with Australian VET Quality Standards. • Evaluation of short courses and customised TVET activities is undertaken on a routine basis using KIT approved tools.
Assist with the development of key industry and stakeholder networks	<ul style="list-style-type: none"> • Effective and routine communication is maintained with industry and government stakeholders. • Attends the KIT Business Course Advisory Committee (CAC) meetings. • Effectively assist with the marketing of KIT, business courses and “Micronesian Magic”.
Fully participate in ongoing professional development (PD).	<ul style="list-style-type: none"> • PD related to business and related disciplines and training/assessment is successfully completed in a timely manner. • KIT PD activities are fully attended and successfully completed.
Effective Team Performance	<ul style="list-style-type: none"> • Promotion of a positive program and culture. • Contribution to continuous improvement in service delivery and program performance. • Work with a collaborative and team based approach.
Quality and Legislative Requirements	<ul style="list-style-type: none"> • Comply with Scope Global policies, procedures, practices and quality systems. • Comply with role specific policies and procedures. • Ensure role specific procedures and all relevant documentation are kept current and available for future reference.

Person Specification

Minimum Requirements/Key Selection Criteria

Essential

- Certificate IV or Diploma in Business or related disciplines

Key Skills/Experience required

- Minimum 5 years relevant industry experience
- English language competency to successfully train and assess in English.
- Well-developed written and oral communication skills
- Computer literate with the ability to use Microsoft Word to levels required for the delivery and support of training and assessment.
- Well-developed interpersonal skills with an ability to communicate and negotiate with others from a range of social and cultural backgrounds
- Willingness to work as a teaching professional and to be a good role model for KIT students.

Desirable

- Teaching or education qualification or Certificate IV in Training and Assessment