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| Position title: | Position title |
| Institute/School/Centre/ Directorate/VCO: | Institute/School/Centre/Directorate/VCO |
| Campus: | Campus. Travel between campuses may be required. <delete if not applicable> |
| Classification: | Within the HEW Level (insert range) range |
| Time fraction: | Full-time / Part-time |
| Employment mode: | Continuing employment/ Fixed-term employment |
| Probation period: | This appointment is offered subject to the successful completion of a probationary period. <delete if not applicable> |
| Further information from: | Name, Institute/School/Centre/Directorate/VCO  Telephone: (03) XXXX XXXX Email: XXXXX@federation.edu.au |
| Recruitment number: | People and Culture to enter |

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| --- | --- | --- | --- |
| **Endorsement** – this position is agreed to by: | | | |
| **Employee** |  | Name |  |
| Date |  |
| **Supervisor** |  | Name |  |
| Date |  |
| **Executive Dean/Director** |  | Name |  |
| Date |  |

**Position summary**

The position summary provides a snapshot of the main purpose of the position, consisting of no more than three to five sentences. The position summary should provide enough information to differentiate the major function and activities of the position from other positions.

When writing a position summary:

* assume the person reading the position description has no knowledge of the University.
* general overview of position and its aim avoid abbreviations / jargon.
* a concise statement that makes clear the overall and broad objective of the position. The main purpose of the position and which functions the position is responsible for.
* adds value to the document – not simply repeats the key responsibilities.

**Portfolio**

Describe the core activity of the work unit, and if relevant the portfolio. This section can include challenges and constraints. If possible, this statement should be uniform for all roles in the work unit.

**Background**

At Federation University, we are driven to make a real difference to the lives of every student, and to the communities we serve.

We are one of Australia’s oldest universities, known today for our modern approach to teaching and learning. For 150 years, we have been reaching out to new communities, steadily building a generation of independent thinkers united in the knowledge that they are greater together.

Across our University and TAFE campuses in Ballarat, Berwick, Gippsland, and the Wimmera, we deliver world-class education and facilities. With the largest network of campuses across Victoria, we are uniquely positioned to provide pathways from vocational education and skills training at Federation TAFE through to higher education.

To be successful at Federation University you must be willing to enthusiastically embrace the University’s ambition as expressed in the 2021–2025 University Strategic Plan and share the University’s values of:

INCLUSION, we celebrate our diversity, particularly valuing Aboriginal and Torres Strait Islander cultural heritage, knowledge and perspectives.

INNOVATION, we are agile and responsive to emerging opportunities.

EXCELLENCE, we act with integrity and take responsibility for achieving high standards.

EMPOWERMENT, we create a supportive environment to take informed risks in pursuit of success.

COLLABORATION, we establish genuine partnerships built on shared goals.

**Key responsibilities**

1. Enter each responsibility here in numbered format.
2. Reflect and embed the University’s strategic plan, and operational purpose, priorities, and goals.
3. Undertaking the responsibilities of the position adhering to:

* the Staff Code of Conduct, Child Safe Code of Conduct, and Conflict of Interest Policy and Procedure;
* Equal Opportunity and anti-discrimination legislation and requirements;
* the requirements for the inclusion of people with disabilities in work and study;
* Occupational Health and Safety (OHS) legislation and requirements; and
* Public Records Office of Victoria (PROV) legislation.

**Level of supervision and responsibility**

Indicate who the position reports to and what direction/supervision the position will receive.

Indicate whether the position has line management or supervisory responsibility.

Summarise the essential areas of responsibility for the position, including the level of problem solving required.

**Position and organisational relationships**

Summarise the key internal and external relationships the position will be required to establish and manage.

**Key selection criteria**

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following key selection criteria:

### **Training and qualifications**

1. Completion of:

* qualification/experience relevant to classification level
* qualification/experience relevant to classification level

1. Other training and qualifications.
2. Hold a valid Working with Children Check (WWCC) or hold a current registration with the Victorian Institute of Teaching (VIT) < delete if not applicable>.

### **Experience, knowledge and attributes**

1. Experience.

<include for positions where a **WWCC or VIT is an inherent requirement**>

1. Demonstrated working knowledge and application of the Child Safety Standards.
2. Demonstrated knowledge and application of appropriate behaviours when engaging with children, including children with a disability and from culturally and/or linguistically diverse backgrounds.

OR <use where a **WWCC or VIT is not an inherent requirement**>

1. Demonstrated alignment with the University’s commitment to child safety.

<please delete whichever is not applicable>

***The University reserves the right to invite applications and to make no appointment.***

*It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.*