

POSITION DESCRIPTION



PROGRAM CONVENOR – MA (PN 349)

WORKING IN THIS POSITION	
Division:	Teaching & Learning
Position Status:	Ongoing – Full Time (5 days per week)
Classification:	Academic 3 (Tier 3)
Role Requirements:	Working With Children Check (WWCC); National Police Check
Primary Purpose of the Role: <p>Under the direction of the Director, Teaching & Learning, the Program Convenor – MA is responsible for the quality of student learning experiences within the program. They ensure Course Learning Outcomes are delivered according to the approved curriculum by supported, inclusive teachers.</p> <p>The Convenor manages the course’s delivery, within the agreed budget and workload frameworks as set by the Director and Head of Program Resourcing. They work closely with the Production team to ensure production activities meet subject learning outcomes within available resources. The Convenor inducts, coaches and manages the core teaching team of Discipline Leads who are responsible for delivering the approved curriculum for their subjects. The Program Convenor also works with the teaching team to ensure high-quality, culturally safe and flexible learning environments through the implementation of inclusive teaching strategies and creative practice pedagogies.</p> <p>The Convenor ensures learning outcomes are met by students according to the curriculum and AFTRS quality assurance standards. They work with the Student Centre and teachers to ensure appropriate support is given to students and communicated effectively. They manage and escalate course-level student grievances according to the AFTRS Student Grievances and Complaints Policy.</p> <p>Led by the Head of Curriculum, the Convenor contributes to and manages the teaching team’s participation in the annual cycle of the ongoing improvement of curriculum. Working collaboratively with the team, the Program Convenor proposes curriculum and course changes to the Head of Curriculum, who will then work with the Director and relevant academic governance committees for approval.</p> <p>The Program Convenor will engage and manage relationships with external industry partners, as required.</p> <p>Program Convenors are required to subject lead and/or teach in an area of proven industry expertise.</p>	

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WORKING AT AFTRS
<p>AFTRS is a Commonwealth statutory authority, established by the <i>Australian Film, Television and Radio School Act 1973</i>. AFTRS is the national screen and audio school – the only Australian education institution to consistently make <i>The Hollywood Reporter’s</i> prestigious annual list of the top film schools in the world. Working hand-in-hand with the screen and broadcast industries, AFTRS is a global centre of excellence that delivers the highest level of screen and audio education, training and research across Australia.</p> <p>We are values-led, which means that we strive for Excellence; we practice Courage; we believe in Community; we embrace Creativity, and we are Generous. Our commitment to these values means that:</p> <ul style="list-style-type: none">• We are leaders in our fields and strive to adapt in the face of an ever-changing industry in the pursuit of Excellence;• We are curious, resilient and embrace challenge and the unfamiliar with open-hearted perseverance through our Courage;• We work together with respect, responsibility and reciprocity, recognising that our strength comes from inclusivity and shared accountability in our Community;• We embrace different ideas, experiences and knowledges in the pursuit of creative excellence and innovation through our Creativity;• We share our skills and knowledge and are equipped and honoured to help tell each other’s stories through our Generosity.

KEY ACCOUNTABILITIES
<p>Program Delivery</p> <ol style="list-style-type: none">1. Oversee the delivery of a program curriculum that ensures Course Learning Outcomes are delivered according to the approved curriculum enabling students to achieve high-level outcomes, in a culturally safe learning environment.2. Manage the course delivery, within the agreed budget and workload frameworks as set by the Director, Teaching and Learning and Head of Program Resourcing.3. Work closely with Head of Production to ensure course production activities meet subject learning outcomes and are delivered within available resources.4. Oversee subject delivery and take the role of final decision-maker for emergent delivery issues, to ensure equity of outcome for students and the integrity of the program's learning aims are met.5. Report on program delivery, respond to complaints and feedback, conduct reviews and benchmarking, attend formal governance meetings and other activities as required as part of the quality assurance processes.6. Contribute to and manage the teaching team’s participation in the annual cycle of the ongoing improvement of curriculum; working collaboratively with the teaching team, propose curriculum and course changes to the Head of Curriculum.
<p>Lead Program Teaching Team</p>

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7. Lead a program teaching team that deploys best-practice creative practice pedagogies and flexible and inclusive teaching strategies.
8. Manage the Discipline Leads, providing timely, actionable feedback as well as regular performance conversations and any identified supports or professional development.
9. Under the leadership of the Director, participate in faculty recruitment, induction, and ongoing development to foster a diverse and multi-skilled teaching team, including reviews of teaching practice and professional development plans.

Program Planning & Resourcing

10. In collaboration with the teaching team, Head of Curriculum, Program Resourcing team and other relevant stakeholders, ensure all documentation relevant to delivery is produced to the agreed annual timetable, in accordance with academic governance requirements; and that all resourcing elements required can deliver learning outcomes in a fair and equitable manner.
11. Contribute to the tracking, monitoring and achievement of program budgets and to workload/staffing discussions within the agreed framework as set for the division by the Director, and be accountable for discretionary budget allocation.

Student Experience & Progression

12. Ensure that current students have the relevant information and direction they need to successfully participate in their program. This includes providing advice to students, the Student Centre and the Director on variations to enrolment including subject choice and special consideration; resolving issues; and managing student curriculum partners or other student feedback group.
13. Work in partnership with Student Centre to support complex student needs. Manage course-level grievances, according to the AFTRS Student Grievances and Complaints Policy and ensure that appropriate actions are communicated to relevant stakeholders.
14. Ensure the timely identification of student academic support needs and oversee the provision of relevant and responsive support.
15. Ensure the timely completion of assessment each semester for all students, managing student progress and performance in accordance with the Managing Assessment Guidelines and Academic Progression Procedure and ensure support for all students to succeed in accordance with the Higher Education Standards Framework (Threshold Standards) 2021.

Industry & Partners Engagement

16. Initiate, develop and manage constructive relationships with industry stakeholders to ensure the relevance of program design and support the development of graduate capabilities.
17. Collaborate with industry partners to develop and deliver integrated initiatives as part of the program.

Teaching

18. Teach in your area of specialist knowledge as per the requirements of teaching.
19. Fulfill the number of teaching, tutorial and assessment days agreed annually with the school and in accordance with the agreed workload.
20. Teach according to defined curriculum, timetable, and resources.
21. Provide mentoring and support to students and manage student expectations and issues.

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Subject Leading *(as required in workload determinations)*

22. Design and develop lesson plans, teaching materials and learning assets in accordance with the program framework and the program guide to ensure that the teaching activities are constructively aligned to the learning outcomes, assignment, and assessment criteria.
23. Assess student assignments and monitor student progress in accordance with the Assessment Marking Guidelines. Identify students at risk of not successfully completing a subject.
24. Ensure subject teaching requirements (lecturers / equipment / rooms) are communicated to the Program Coordinators in good time and within agreed parameters.
25. Work closely with the Program Coordinators to deliver the subject within agreed budget and resource parameters.

General

26. Create and maintain culturally and psychologically safe learning and working environments.
27. There may be a requirement to undertake tasks outside the scope of the responsibilities listed to support the organisation. AFTRS will engage in a conversation should these tasks arise.

KEY CHALLENGES & RISKS

1. Ensure AFTRS meets the Higher Education Standards Framework (HESF) (2015) threshold standards, including those on Student Wellbeing and Safety:
 - a. Meet threshold standards on ensuring AFTRS has formal complaint handling policies and procedures.
 - b. Ensure AFTRS' preparedness and capacity to respond to student incidents, especially critical incidents (Standard 2.3.5) and to anticipate issues through risk identification and mitigation (see Standard 6.2.1e), and to implement preventative actions.
2. Ensure teaching and learning risks and mitigation strategies identified by AFTRS' Risk Management Framework are current, updated and actioned.
3. Ensure the student experience and core program principles remain the focus of key decision-making within a busy and dispersed team.
4. Work as part of a team to ensure appropriate use of available resources to deliver the program, within the limits of broader organisational resource requirements.
5. Manage strategic and operational risks within your Program, ensuring risk is prioritised, discussed and action plans developed and actioned regularly with your team.
6. Manage multiple internal and external stakeholders, with complex and diverse needs to deliver strategic and student-facing outcomes.

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PROCESS RESPONSIBILITY
<ol style="list-style-type: none">1. Program Reporting.2. Developing, scoping and proposing changes to curriculum.3. Managing academic progression for program including gradebooks.4. Ensuring timely academic support for students.5. Primary contact for Industry Partners (as agreed with Director, Teaching & Learning).

WORKING IN THE DIVISION
<p>The Teaching & Learning team comprises teaching faculty and professional support staff who work together to deliver three course streams – online; undergraduate (BA); and, postgraduate courses (Graduate Certificate, Graduate Diploma and Masters). The division is responsible for the design, development, scheduling, delivery and continuous improvement of AFTRS curricula to ensure that AFTRS is fulfilling its remit to provide industry with the highly skilled graduates it needs to thrive now and into the future.</p> <p>AFTRS is one of only three fully self-accrediting Higher Education Providers. The Teaching & Learning division bridges its industry best practice curriculum with the highest level of academic quality assurance. Teaching staff drawn from industry and supported by ongoing professional development and a research program focussed on creativity and innovation, deliver courses that are future-focussed, industry current and, delivered according to AFTRS unique, practice-based pedagogy.</p> <p>Externally, the team works to ensure the ongoing strength of AFTRS’ reputation for excellence through partnered research projects, conferences, symposia and international film and broadcast school networks.</p>

KEY RELATIONSHIPS	
Reports to:	Director, Teaching & Learning
Direct Reports:	Program Teaching Team
Indirect Reports:	Program Coordinators
Key Internal Relationships:	Head of Curriculum; Head of Program Resourcing; CEO; People & Culture; Production & Production Operations; Partnerships & Development; First Nations & Outreach; Student Centre
Key External Relationships:	Industry Guilds; and Academic Boards and Committees

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SELECTION/CAPABILITY CRITERIA

Essential:

1. Substantial management experience in Higher Education or Further Education with the ability to effectively navigate conflict and lead, coach, manage, motivate, and develop a high-performing team.
2. Demonstrated experience of academic leadership including: strong knowledge of curriculum standards across Australian Qualifications Framework levels; the higher education quality compliance environment; and the application of student and stakeholder feedback in the continuous improvement of curriculum.
3. Demonstrated experience in the co-creation and co-determination of learning content, including the ability to collaboratively and proactively problem solve to deliver a high-quality program.
4. Experience in supporting quality learning outcomes and managing complex student needs.
5. Experience in creating culturally and psychologically safe learning and working environments.
6. Substantial recent experience of working in the Australian screen and audio industry.
7. A live industry network to draw from and a view of future needs based on current and emerging trends.
8. Hold a relevant Doctoral degree OR have the ability to establish equivalence through relevant academic, professional and/or practice-based experience or expertise as outlined in the [Academic Employee Qualifications Policy](#). Please seek advice from the [HR Officer](#) if unsure of eligibility under this policy.

Desirable:

9. Qualification and/or experience in Education and/or Community Services.
10. Understanding of and passion for the arts and creative industries.

EMPLOYMENT CHECKS & OTHER POSITION REQUIREMENTS

Employment Checks Needed:

1. Working with Children Check
2. National Police Check

Other Employment Requirements:

3. N/A