

POSITION DESCRIPTION



DISCIPLINE LEAD RADIO & PODCASTING PN 207

WORKING IN THIS POSITION	
Division:	Teaching and Learning
Position Status:	Fixed Term – 2 Years
Classification:	Academic 3
Financial Delegation:	N/A
Primary Purpose of the Role: Under the direction of the Program Convenor, the Discipline Lead of Radio and Podcasting will work collaboratively with their program team to co-determine, develop, and deliver the Graduate Diploma Radio and Podcasting program. The position is responsible for the development of industry aligned, future-facing curriculum. The role is strongly focused on excellence in teaching and supporting a high-quality student experience. This role is instrumental to the School's fulfilment of its remit to industry, and will oversee the industry currency of Radio and Podcasting, including liaising with industry stakeholders such as industry guests, industry placements and other key industry organisations. The Discipline Lead will engage in approved specific projects including research activities in accordance with the AFTRS' research strategy. This role includes teaching, mentoring, and fulfilling all associated academic management and quality administration.	

WORKING AT AFTRS
<p>AFTRS is the national screen and broadcast 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 broadcast 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.

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KEY ACCOUNTABILITIES

This role has accountabilities across several distinct areas detailed below.

Discipline Leadership

1. Contribute to the co-creation and development of a program curriculum that enables students to achieve high-level outcomes through best-practice creative pedagogies and flexible and inclusive delivery.
2. Engage with industry to ensure we are facilitating best practice learning within a rapidly changing environment.
3. Contribute to ensuring compliance with appropriate internal and external academic governance standards and policies.
4. Engage in student recruitment and admissions activities.
5. Actively participate in Discipline Reviews to provide discipline specific advice across the school to ensure that all AFTRS programs are reflective of industry best practice.
6. Contribute or lead on research or other approved AFTRS strategic projects in consultation with the Program Convenor.
7. Problem-solve delivery, operational, resourcing, and strategic issues as part of a collegial team under the direction of the Program Convenor.
8. Lead by example, live the values of AFTRS and demonstrate self-reflective behaviours and high-level cultural competency, facilitating the embedding of these values in the curriculum and the culture of the delivery.

Teaching

9. Teach in your area of specialist knowledge to achieve learning outcomes in accordance with the approved curriculum, timetable, and resources.
10. Fulfil the number of teaching, tutorial / mentoring and assessment days agreed annually with the school and in accordance with the agreed workload.
11. Provide mentoring and academic support to students within your subjects.
12. Maintain effective communication with students throughout the semester.

Subject Leadership & Academic Quality

13. Design and develop subject outlines, lesson plans, teaching materials and learning assets in accordance with the program framework, the program guide to agreed timelines, ensuring that the teaching activities are constructively aligned to the learning outcomes, assignment, and assessment criteria. Ensure all teaching materials (outlines, lesson plans, teaching assets) are prepared, available for review and approval, distributed (online and other) and archived as required.
14. Ensure that lecturers and guests are appropriately prepared – sharing necessary teaching materials, engaged in appropriate training, and have been communicated appropriate information regarding Student Learning Access Plans (according to permissions given by students requiring reasonable adjustments).
15. Coordinate the delivery of the program for their subjects. Ensure subject teaching requirements (lecturers / equipment / rooms) are communicated to the Program Coordinators in good time and within agreed parameters. Work closely with the Program Coordinators to deliver the subject within agreed budget and resource parameters.
16. Ensure clear outcomes for academic progression. Assess student assignments and monitor student progress in accordance with the Assessment Marking Guidelines. Identify students At Risk of failing and refer them relevant support in a timely manner as per Assessment Marking

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Guidelines. Refer student requests for special consideration, issues relating to academic progression, reports of academic misconduct and other student related matters to the Program Convenor (as appropriate). Attend all Assessment Panels, Grade Panel Reviews and prepare Subject Reports. Support and contribute as required to investigations of student academic or behavioural misconduct.

17. Communicate relevant information in a timely manner to students and responding to enquiries, ensuring clarity around assessments, including contacting students as a result of late assessments, non-submission, deduction of marks and / or extensions.
18. Monitor student feedback for subjects and manage student issues and complaints, in consultation with the Program Convenor and program team, proactively take steps to address and / or continuously improve the program.

General

19. Undertake tasks outside the scope of the responsibilities listed to support the organisation as agreed within workload.

N.B.: Please note this role will be required to successfully complete a Working with Children check.

WORKING IN THE DIVISION

The Teaching & Learning team comprises teaching faculty and professional support staff who work together to deliver four course streams – online; short & industry courses; undergraduate (BA); and, postgraduate courses (Graduate Diploma and Masters). The division is responsible for the design, development, scheduling, delivery and continuous improvement of AFTRS curriculum 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.

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. 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.

KEY RELATIONSHIPS

Reports to: Program Convenor, Graduate Diploma Radio and Podcasting

Direct Reports: N/A

Indirect Reports: N/A

Key Internal Relationships: Director, Teaching & Learning, Education Unit, Student Centre, Library, Tutors, People & Culture

Key External Relationships: Radio & Podcasting Industry Organisations

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SELECTION/CAPABILITY CRITERIA
<p>Essential:</p> <ol style="list-style-type: none">1. Proven and demonstrated ability to work collaboratively and respectfully and create inclusive working and learning environments in the co-creation of curriculum or industrial productions.2. Demonstrated capacity to teach, mentor or develop staff at Higher Education, Further Education or similarly high level in industry and an understanding of the latest approaches in creative pedagogy and inclusive and flexible learning approaches.3. Proven leadership in either the relevant industry or academic context with evidence of strategic management and high-level staff supervision.4. Substantial professional experience in your discipline and the ability to draw on current networks across the Australian Screen and Broadcast sector, to enrich the program and provide opportunities for students.5. Understanding of future industry trends within your discipline and education and ability to inform high-level strategy for AFTRS and curriculum.6. Demonstrated general management ability and capacity to use tools and software specific to your discipline and those technologies used in course planning and delivery including the oversight of teaching materials, learning management systems, resources, collaborative working tools and contemporary office software (spreadsheets, word, PowerPoint) to strong level.7. Commitment to academic quality and progression standards, and student support through monitoring and implementation of relevant policies and procedures8. Tertiary qualifications and / or equivalent industry experience in a relevant area. <p>Desirable:</p> <ol style="list-style-type: none">9. Demonstrated ability to create employment opportunities for students.10. Experience in staff recruitment and demonstrated ability to recruit, manage and induct lecturers to deliver course curriculum.