

**POSITION TITLE:** Teacher - Building Surveying  
**POSITION REPORTS TO:** Program Lead Building Surveying  
**DEPARTMENT:** Business, Advanced Manufacturing & Logistics  
**DIRECT REPORTS:** Nil  
**CAMPUS LOCATION:** Multi-Campus Institution  
**POSITION NUMBER:**  
**CLASSIFICATION:**  
**LEVEL:**

## **POSITION PURPOSE**

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- Plan, teach, deliver, assess and evaluate units across the VE programs in the Professional Practice department.
- Assist the Manager, Program Leaders, Lead Teacher and co-teacher(s) in the establishment and maintenance of quality programs and systems to ensure a quality service is being provided at all levels of the department.
- Ensure all aspects of program development, delivery, assessment and record management meet compliance requirements
- Carry out administrative tasks as required related to the program

## **STAKEHOLDER MANAGEMENT**

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### **Internal:**

Heads of Schools  
Manager  
Leading Teachers  
Program Leader  
Non-teaching staff  
Teachers

### **External:**

Students  
Parents / Advocates Schools  
Community groups/ organizations

## Melbourne Polytechnic Values

### Welcoming

We all belong. We welcome and appreciate diverse ideas, and we embrace differences. We are open-minded, kind and compassionate so that everyone feels valued and respected. We create safe spaces for every person to come with their whole self and achieve their full potential. When everyone feels supported, our community is a better place.

### Curious

We have a passion for learning. Curiosity inspires us to be creative and find different ways of looking at the world. When we listen well and ask thoughtful questions, we learn more and can adapt well to change. Our enthusiasm for learning and sharing knowledge drives us to improve. We are open to, and respectful of, everyone's experience and contribution. We seek out, and are receptive to, new skills and ideas. We find better ways of doing things that benefit our community.

### Collaborative

We are better together. We support and empower each other as we work towards our shared vision. We achieve more when we share our work, ideas and solutions in a respectful way. We make it easy to connect and collaborate with each other, our students, industry and community.

### Accountable

We all act with integrity. We hold ourselves to a high standard and are responsible for our actions. We take our role seriously and our vision informs every decision we make. In every interaction we are honest, respectful and fair. We deliver on our commitments to each other, our students, industry and community.

## KEY RESPONSIBILITIES

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- Teach in a range of subjects and programs within the Professional Practice department.
- Select, develop, deliver and modify appropriate teaching, learning and assessment materials including computer applications and E-Learning resources for:
  - Advanced Diploma of Building Surveying
  - Additional curriculum courses in the future for this cohort
- Establish and maintain a learning environment that empowers and encourages students to take personal responsibility and is encouraging of them.
- Communicate and co-operate with colleagues in team teaching and other situations, including:
  - Schools
  - Community groups/organisation's
  - Industry

## KEY ACCOUNTABILITIES

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To be developed with department managers

## KEY SELECTION CRITERIA

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- Industry currency relevant to the Building Surveying industry.
- Appropriate Teaching and Building Surveying qualifications together with extensive relevant and recent industry experience in the Building Surveying field. Certificate IV in Training and Assessment (TAE40116) or (TAE40110) including Design & Develop Assessment tools (TAEASS502) and address Adult language literacy and Numeracy (LLN) skills (TAELLN411) (TAELLN401A).
- Highly developed teaching skills including the ability to select and use a wide range of teaching and assessment strategies appropriate to diverse needs of the student group together with demonstrated effective student management skills.
- Sound knowledge of curriculum specific courses in the Building Surveying field; assessment and reporting strategies together with sound knowledge of the Australian VET system.
- Demonstrated high level interpersonal skills and an exemplary professional approach when interacting with students, colleagues and support agencies together with excellent written and oral communication skills.
- Demonstrate capacity to network, explore and develop partnerships to increase student engagement and opportunities during and post studies.
- Demonstrate knowledge of and commitment to Occupational Health and Safety, Anti-Discrimination, Quality Assurance and Continuous Improvement.

## OTHER POSITION RELATED INFORMATION

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- **Delegation of Authority** – MP's Delegation of Authority Policy outlines the decision-making authority of this role.
- **Child Safety** – Melbourne Polytechnic (MP) is a child safe organisation, as such all employees, volunteers, contractors and service providers are required to promote a culture of child safety, comply with Child Safety laws and reporting obligations of suspected child abuse per institute Child Safety policy and procedures. All employees are required to hold and maintain a current Working with Children Check Clearance for the duration of their employment.
- **Occupational Health, Safety & Wellbeing** - The table below, is a compilation of summarised Responsibilities for this role in accordance with MP's Health, Safety and Wellbeing management System (HSWMS). Other specific responsibilities are incorporated into MP Policy and Procedures where they vary from this.

| ROLE                                | RESPONSIBILITIES  |
|-------------------------------------|---|
| Management                          | <ul style="list-style-type: none"> <li>▪ Ensure activities comply with <i>Occupational Health and Safety Act 2004, Occupational Health and Safety Regulations 2017</i> and includes but is not limited to:               <ul style="list-style-type: none"> <li>- Implementing Health, Safety and Wellbeing risk management activities(e.g. hazards identification, inspections, incident reporting including near misses) and any local specific measures required to eliminate or reduce risk in their area.</li> <li>- Providing safe plant, equipment, facilities and processes that are adequately maintained and do not adversely impact the health or wellbeing of staff, students and others.</li> <li>- Providing instruction, information, induction, training and supervision to enable work to be carried out safely.</li> <li>- Ensuring workers are fit for work and manage fitness for work issues.</li> <li>- Implementing corrective or remedial actions identified as a result of hazard/incident reports, incident investigations and/or audits.</li> <li>- Monitoring and reviewing the Health, Safety &amp; Wellbeing performance of their Portfolio/Department and direct reports (e.g. via HSW audits and other applicable performance indicators).</li> </ul> </li> <li>▪ Promote compliance with the HSWMS and strive towards continual improvement</li> <li>▪ Support other managers to demonstrate leadership in their areas.</li> <li>▪ Develop, lead and promote a culture in their area of responsibility.</li> <li>▪ Fulfil their responsibilities defined in the MP Workers Compensation and Return to Work Program.</li> </ul> |
| Employees<br>Students and<br>Others | <ul style="list-style-type: none"> <li>▪ Take reasonable care for their own Health, Safety and Wellbeing and that of others.</li> <li>▪ Implement remedial actions and control measures within their control that are established for the purposes of health, safety and wellbeing. of others</li> <li>▪ Comply with any reasonable instruction of MP and its Management.</li> <li>▪ Comply with the relevant Health, Safety &amp; Wellbeing Policies and Procedures, including reporting of hazards or incidents in line with the incident reporting procedure.</li> <li>▪ Fulfil other responsibilities as required to ensure a safe working environment.</li> </ul>  |

**Sign Off:**

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|---------------------------|--|--------------------------|--|
| <b>Employee Name</b>      |  | <b>Manager Name</b>      |  |
| <b>Employee Signature</b> |  | <b>Manager Signature</b> |  |
| <b>Date</b>               |  | <b>Date</b>              |  |