POSITION DESCRIPTION

Position: Lecturer, plus one administrative function

Appointment: Full-time, commencing January 2015 (3 year appointment)

Department: Theological School

Reporting to: Dean, Theological School

Salary Range: $75,000-90,000 (depending on level of experience and publications)
FTE salary amount plus 10% superannuation and 17.5% leave loading

Contact: Revd Professor Dorothy Lee

Date: May 2014

POSITION SUMMARY

Faculty members will teach up to four units in the curriculum, both face-to-face and online, as well as engage in the wider Church, and exercise leadership in one administrative function (e.g. coordinate research, lead ministry formation, or oversee the online program or field education).

The following are the fields of study needed at Trinity College:

Field B: Biblical Studies
Old Testament
New Testament

Field C: Christian Thought and History
Church History
Systematic Theology

Field D: Theology: Mission and Ministry
Mission and Ministry
Liturgy
Pastoral Theology Spirituality
Moral Theology
SELECTION CRITERIA

Essential:
1. A doctoral qualification and publication record.
2. Experience and achievement in teaching and learning in at least one field as listed in the position summary (both face-to-face and online).
3. Advancement of your discipline through published research and supervision of research higher degree students.
4. Experience in administration, in Church, business or educational settings.
5. Demonstrated engagement with the Church and the broader community.
6. High level interpersonal and communication skills (written and oral) within a culturally diverse education community or similar environment.
7. Strong organisational and time management skills with ability to prioritise competing demands and tasks in order to meet deadlines.
8. Well-developed keyboard skills and computer literacy in Microsoft Office, website and database applications.
9. A commitment to academic excellence and an understanding of Australian educational practices;
10. An understanding of and commitment to compliance of Occupational Health and Safety requirements.

Further Information:

• Applicants must be Australian Citizens, Permanent Residents or hold a valid work permit or visa. If called for interview evidence of status will be required
• Applicants will be required to bring originals or certified copies of academic and other qualifications if called for interview.
• The successful applicant must secure, or be in the process of securing, a Working with Children approval.
• Academic staff classification is determined by the University of Divinity. See http://www.divinity.edu.au/wp-content/uploads/2013/12/Academic-Staff-Classifications-and-Promotions-Policy.pdf for more information.

KEY RESPONSIBILITIES

Teaching and Research
1. Provision of quality teaching and research at Trinity College Theological School in either Field B: Biblical Studies; Field C: Christian Thought and History; or Field D: Theology: Mission and Ministry.
2. Further the reputation of Trinity College Theological School as a centre of academic excellence in Theology.
3. Contribute to the scholarship of the University of Divinity.
4. Work cooperatively within the University of Divinity in the development and presentation of appropriate courses in theology.
5. Engage in teaching and research supervision.

Leadership and Presence
1. Maintain an active research profile
2. Contribute to the wider life of the Theological School, in its theological, formational, spiritual and liturgical programs
3. Teach in appropriate areas related to the formational program
4. Provide leadership and care to our students
5. Along with other members of faculty, assist in making connections with the wider church through teaching and preaching engagements.
Plus one of the administrative functions below:

**Ministry Formation (needs to be ordained Anglican)**

- Direct liaison with leaders in the Anglican church concerning candidates for ordination
- Understanding of principles theology of formation, lay and ordained
- Leadership of Friday Program
- Oversee student mentoring

**Research Coordinator**

- Maintain an active research profile
- Commitment to postgraduate research
- Inventive ideas for promotion of University of Divinity awards

**On-line Coordinator**

- Coordinate the Theology online program as a core teaching program of University of Divinity
- Promote the Theology online program in order to increase significantly student numbers
- Coordinate and provide training sessions for Theology online teachers
- Coordinate the development of the on-line learning environment in line with the technological and pedagogical developments and trends in on-line education
- Manage creatively the online website and promotional materials in consultation with the
- Respond to student enquiries for the Online program
- Knowledge of ARK, the UD’s Learning Management System
- Awareness of principles of e-learning and promotion of e-learning strategies

**Supervised Field Education Coordinator (Anglican role)**

Co-ordinate the Supervised Field Education Program by:

- Assessing student needs for practical education, supervision and theological reflection
- Liaise with parishes and other institutions for the creation of appropriate student placements
- Oversee process of placing students for the academic year and as necessary
- Contribute to student reporting and assessment processes
- Knowledge of Anglican Church, especially Melbourne Diocese
- Coordinate supervisor training

**OCCUPATIONAL HEALTH AND SAFETY (OHS)**

All staff are responsible for safe work procedures and instructions.

**Employees** must:

- Cooperate with the College in relation to activities and training taken by the College to comply with OHS legislation as well as, Trinity College OHS Policy and Procedures.
- Comply with the OHS guidelines in the Staff Terms and Conditions.
• Adopt work practices that support OHS.
• Take reasonable care for their own health and safety and the health and safety of other people who may be affected by their conduct in the workplace.
• Seek guidance for all new or modified work procedures for work safe practices.
• Ensure that any hazardous conditions, near misses and injuries are reported immediately to the supervisor.
• Participate in meetings, training and other environment, health and safety activities.
• Not wilfully place at risk the health or safety of any person in the work place.
• Not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare.

**Supervisors** are responsible for:
• Developing and recommending new safe work procedures and practice, as required, in conjunction with relevant persons and in compliance with legislative requirement and Trinity College OHS Policy.
• Providing all staff with relevant OHS information in an appropriate, timely manner.
• Providing personal protective equipment and clothing if hazards or risk cannot be fully eliminated.
• Providing adequate supervision through technical guidance and support.
• Identifying and controlling hazardous conditions and where possible reduce risks or eliminate.
• Providing appropriate facilities for safe storage, handling and transport of hazardous substances.
• Ensuring that all accidents and incidents are reported.

**Managers and Directors/Deans** are responsible for:
• Implementing and maintaining procedures in compliance with legislation and Trinity College OHS Policy by regular monitoring of staff compliance through performance review.
• Conducting regular inspections to identify risk/aspects, implementing corrective action and arranging monitoring where required.
• Ensuring that all staff, including contractors under local control, are appropriately inducted.
• Providing relevant OHS information and ensuring appropriate training.
• Ensuring all risk issues that have been identified are monitored and recorded.
• Ensuring consultative structures and staff participation by conducting regular section meetings to discuss OHS issues.

**TRINITY COLLEGE**

Founded in 1872 as the first college of the University of Melbourne, Trinity College is a unique tertiary institution that provides a diverse range of rigorous academic programs for more than 1,000 talented students from across Australia and around the world. These programs include:

• The residential College for undergraduate and postgraduate students of the University of Melbourne, both resident and non-resident.
• Trinity College Foundation Studies (TCFS), a one-year course which prepares able overseas students for undergraduate entry to the University of Melbourne and other leading Australian universities.
• Trinity College Theological School (TCTS), which offers degree and other courses for training and forming Anglican clergy and others, on campus, online, and in parishes.
• Young Leaders Summer Schools for Australian and overseas secondary school students.
• Various short courses.

Trinity promotes academic excellence across a balanced, all-round education that includes both ‘breadth’ and ‘depth’ of content, together with the development of ethical values, personal integrity, leadership and social responsibility. A Trinity education is further characterised by a high level of international engagement and a strong commitment to equity and diversity.

These educational programs are supported by the College Library, Art Collection and Archives, Information Technology, the College Chapel and Chaplaincy, Music – including a world-class Choir – Communications, Human Resources, and Finance and Administration – including finance, accounts, property and operations, and conferences and hospitality. The Advancement Office and Trinity College Foundation undertake friend-raising and fund-raising activities that benefit the College as a whole. The College employs around 180 FTE staff and 100 casual staff.

An Anglican institution, Trinity welcomes people of all faiths and none. The College celebrates, and is enriched by, the diversity of backgrounds of its staff and students.

*Trinity College: Excellence, Community, Diversity*