

POSITION DESCRIPTION:



SECTION A: Position Context

Position Title	Lecturer cum Mata Pelajaran Umum (MPU) Coordinator
Position Grade	B
Category	Lecturer
Campus / Unit	Sarawak Campus – Learning & Teaching Unit (LTU)
Division	Academic Office
Term of Appointment	Full-time Appointment
Effective Date	March 2023

Position Purpose

Lecturer

Position Grade: B

A Level B academic will undertake independent teaching and research in his or her discipline or related area. In research and/or scholarship, a Level B academic will make an independent contribution which expands knowledge. They will demonstrate expertise and provide leadership and service that includes coordination of activities of other staff, as appropriate to the discipline.

A Level B academic will normally:

- contribute to teaching at undergraduate, honours and postgraduate level;
- engage in independent scholarship and/or research; and
- contribute to professional activities appropriate to his or her profession or discipline.

He or she will normally undertake administration primarily relating to his or her activities at the institution and may be required to perform the full academic responsibilities of and related administration for the coordination of an award program of the institution.

This level will usually require doctoral or master's qualification or equivalent accreditation and standing.

Lecturer (MPU) cum MPU Coordinator

The Lecturer of MPU cum MPU Coordinator is responsible for the academic leadership and operational management for MPU to ensure compliance with the Ministry of Higher Education (MOHE) requirements of those units as they are being implemented and developed. The appointee works with Head of Learning & Teaching Unit and other Faculty/School Executive Groups/Teams including but not limited to Dean, Heads of School (HoS), Deputy Heads of School, and Discipline Leaders to monitor and assist in the implementation and compliance of MOHE requirements. The position is to ensure that learning outcomes and standards are being achieved in accordance to Malaysia Qualifications Framework (MQF) and relevant requirements. The two key roles of this position, aside from teaching, are unit leadership and unit management. The unit leadership covers two areas: unit quality and unit renewal, whereas unit management covers four areas in any semester: the unit materials, the staffing, the implementation, and student management.

University Information

As a 21st century university at the cutting edge of technology, innovation and entrepreneurship, Swinburne University of Technology has an ambitious vision to become the prototype of a new and different university. A next generation university. With a century long history of educating and training students with high-quality, career-orientated education and strong links to industry and the community it aims to bring people and technology together to create a better world.

Swinburne has an international reputation for quality research that connects science and technology with business and the community. The University standing in prestigious world academic ranking lists reflects our commitment to high-quality teaching and research and graduate outcomes.

Swinburne's emphasis is on high quality, engaged teaching and research in science, technology, business, design and innovation – teaching and research that makes a difference in the lives of individuals and contributes to national economic and social objectives.

Swinburne works to advance quality research through partnerships with industry, our communities and other universities within Australia and internationally, to achieve outcomes that are directly relevant to industry and society.

Swinburne offers both Higher Education and Vocational Education courses and programs, along with online education through both Swinburne Online and Open Universities Australia. The University has multiple campuses in Melbourne, Australia, and also an international campus in Sarawak, Malaysia.

The Campus in Sarawak is a licensed branch campus university in Malaysia which offers selected undergraduate, postgraduate and research degree courses identical to those offered at other Swinburne campuses in Australia. It also offers pre-university foundation programs. The Campus was established in 2000 as Swinburne Sarawak Institute of Technology and on gaining university status in Malaysia changed its name to Swinburne University of Technology Sarawak Campus in June 2004.

The Campus occupies a 16.5-acre site in central Kuching, the state capital of Sarawak. The Sarawak Campus has students from Malaysia and other countries, and plans to expand rapidly as its staff and facilities are developed continuously to allow a greater number and diversity courses to be offered.

The Campus in Sarawak is a joint venture between Swinburne University of Technology in Australia and the State Government of Sarawak through two of its shareholders – Yayasan Sarawak and the Sarawak Higher Education Foundation. The campus is part of a long-term strategy by Swinburne Australia, established in 1908, to globalise its operations and provide its students with international living, working and learning opportunities.

Learning & Teaching Unit

Swinburne Sarawak's Learning and Teaching Unit (LTU) is tasked to manage and coordinate all Learning and Teaching operations and activities across the University effectively and efficiently with greater impact and results. LTU leads and works closely with Student Engagement, Faculties, School of Foundation Studies and also other operation units to carry out the Learning and Teaching activities, student learning support and also language support for students and staff, including managing and coordinating the English for Academic Purposes (EAP) program, English language clinics and Mata Pelajaran Umum (MPU) units. The LTU supports the University's vision, mission, and strategic goals through various academic and professional, activities.

Participation on Committees

The appointee may be required to participate on relevant committees and working groups as and when needed and as directed by the Head of LTU; or by an authorised personnel.

Supervision Reporting Relationships

This position's supervisor/manager	Head of LTU, or as assigned by an authorised personnel.
Other positions reporting to <u>this</u> position	Discipline staff members within LTU or as assigned.

Location

This position is located at the Sarawak campus but the appointee may be required to undertake duties at any of the University's campuses for limited periods.

SECTION B: Key Responsibility Areas

The Key Responsibility Areas (KRAs) are the major outputs for which the position is responsible, not a comprehensive statement of the position activities.

KEY RESPONSIBILITY AREAS		
1.	LEARNING AND TEACHING	<ul style="list-style-type: none"> Pursuit of innovation and excellence in teaching, as per in the Academic Promotion Guidelines Ongoing development of curriculum and instructional material for different programs and levels. Conduct of lectures, tutorials, and assessment of students' learning to ensure a high standard of quality in the learning and teaching process. Provision of consultation and mentoring to students. Continuous development of teaching, training, and mentoring expertise. Design and delivery of training sessions for executive participants in management development programs. Expansion and development of the various learning and teaching activities of the LTU. Subject to operational needs, teaching hours may be scheduled beyond office hours, including weekends.
2.	RESEARCH	<ul style="list-style-type: none"> Development of a portfolio of activities supporting research and scholarship. Dissemination of research and scholarly output through relevant platforms. Supervision of honours and postgraduate (including doctoral) students. Contribution to research training activities within the LTU. Development of research groups within the LTU. Securing external support for research activities. Development of collaborative research networks.
3.	LEADERSHIP AND SERVICE	<ul style="list-style-type: none"> Maintenance of high academic and professional standards in all areas of activity. Administration and development of the learning programs offered by the Faculty. Administration and development of the various educational policies and management systems within the LTU and the University. Development of a vibrant academic community within the LTU based on openness, collaboration, and experimentation. Professional engagement with business and industry, in fields relevant to the LTU. Leadership in academic and professional activities relevant to the LTU. Leadership in community affairs, particularly those related to the academic areas relevant to the LTU.
4.	UNIT LEADERSHIP	<ul style="list-style-type: none"> Arrange a series of meetings with key personnel from your units. Before the start of the semester, arrange a meeting with the Head of LTU to discuss overall aspects of the units and its delivery. Arrange pre-semester review meeting, in-semester monitoring meeting, and post semester review meeting. Work closely with Head of LTU in preparing the units for Professional (or Self) Accreditation - this includes documents preparation for submission prior to accreditation visits. Ensure Continual Quality Improvement (CQI) is in place for the units. Work closely with SWIM, Student Engagement, Marketing and Student Recruitment and/or Business Development and Liaison to promote unit(s) for a sustained growth in enrolments, if applicable.
5.	UNIT MANAGEMENT	<ul style="list-style-type: none"> Compile and list the Units to be offered in the semester. Determine the projected number of students and tutorial groups for the coming semester. Organise staff assignment or re-assignment to a different units after consulting with the Head of LTU. Plan the teaching workload for academic staff in consultation with Head of LTU. If certain Units require special expertise, look for sessional Academic staff to fill the gap, arrange for interview with Human Resources (HR). Selected candidate(s) will be proposed to Head of LTU for approval and information on part-time workload allocation will be provided to HR for issuance of contract. When the allocation of Units and staffing have been approved, email the list to Student Engagement so that they can schedule the time-table for classes, labs and tutorials according to the facility requirements for each unit.

KEY RESPONSIBILITY AREAS		
		<ul style="list-style-type: none"> Assist the Head of LTU, upon request, to estimate the viability of the Unit as indicated by the enrolment and to estimate the feasibility of a new Unit as indicated by trends and market survey. Deal with any other matters that you see as necessary.
6.	HUMAN RESOURCE MANAGEMENT	<ul style="list-style-type: none"> Ensure the management of academic workload model that is equitable, transparent and cost-effective in accordance with University policy. Create a rewarding and productive work environment within the LTU by promoting interaction, collegiality and cooperative activity, through effective and supportive human resource management.
7.	STUDENT COUNSELLING	<ul style="list-style-type: none"> Advise Returning Students on their Units sequence so that they can enrol for the correct Units in the coming semester after checking students' academic record on students' management system or on hard copies of their latest transcripts. Assist Business Development and Liaison / Marketing and Student Recruitment and Student Engagement in giving Unit exemptions to students, and also evaluate and approve credit transfers.
8.	ADMINISTRATION	<ul style="list-style-type: none"> Remind Unit Convenors and Unit Lecturers of deadlines when necessary. The other Units or Faculties will regard the appointee as the middle person when working with those in the groups. The appointee will need to be involved on some occasions. Assist with annual staff appraisals and confirmation by giving appropriate comments and feedback to the Head of LTU upon request. You are expected to be part of the interview panel for the hiring of new academic staff and to advise HR on the candidates.
9.	ENGAGEMENT	<ul style="list-style-type: none"> Build and maintain positive ongoing relationships with internal and external stakeholders to enhance the development and delivery of educational activities; market competitiveness; and reputation. Represent Swinburne at state, national and international business, education and government forums and develop strategic alliances to stay abreast of current trends, foster collaborative partnerships and enhance Swinburne's professional linkage and involvement with industry, if necessary or if request. Advance the reputation of the work of the LTU, School, Faculties and University through interaction with business, industry, government, and the broader community regionally, nationally, and internationally. Build and maintain portfolio in community engagement.
10.	OCCUPATIONAL HEALTH AND SAFETY (OHS)	<p>Assist management in ensuring compliance of all OHS legal and procedural requirements by various stakeholders, including through the following:</p> <ul style="list-style-type: none"> Execute OHS requirements in respective work areas; Maintain cleanliness, good housekeeping and overall safe work environment; and Undertake immediate correction and improvement action on any non-compliance practices, and report all OHS related injuries, ill health or incidents to the OHS section.
11.	SWINBURNE VALUES AND CULTURE	<ul style="list-style-type: none"> Commit to the Swinburne Values. Conduct work professionally while demonstrating the Swinburne Values at all times. Assist management in implementing the Swinburne culture and lead the team in embracing the Swinburne Values.
12.	OTHER DUTIES	Any other duties as directed by the Head of LTU; or by an authorised personnel.

SECTION C: Key Selection Criteria

Application letters and / or resumes must address the Qualifications and Knowledge / Experience / Attributes sections under the key selection criteria.

Qualifications: Include all educational and training qualifications, licences, and professional registration or accreditation, criminal record checks etc. required for the position.	Essential / Highly Desirable / Preferable
<p>1. Qualifications and Experience:</p> <ul style="list-style-type: none"> • Masters and/or Undergraduate degree and/or equivalent qualifications and/or professional experience from a reputed institution in the area of Social Science. • Has experience in teaching the MPU or relevant units for at least 3 years. • Has attended and obtained the Training of Trainers (Latihan Bimbingan KIAR) certification • A national or international reputation in an area relevant to the activities of the School. • Excellent oral and written communication skills in English. • Good strategic, analytical and conceptual skills, together with the proven ability to devise and implement strategic plans in a complex organisational environment. • Proven ability to effectively manage significant human, physical and financial resources in a devolved management structure. • Demonstrated ability to work in and contribute to a team environment and establish a co-operative approach with other senior members of the organisation. • Demonstrated high level of interpersonal and communication skills, including the ability to liaise with a wide variety of academics, work within a consultative, team environment in multi-disciplinary contexts. Ability to also liaise with external members of relevant professions in industry, government and the community. • Demonstrated experience in monitoring and evaluating programs and meeting Government/Professional Accreditation Bodies reporting requirements. • Demonstrated ability to lead the development of new units; and lead and manage staff to deliver innovative unit design in a multi-disciplinary setting. • A proven record in devising and implementing innovative approaches to teaching and learning, including the application of new technologies. • Experience in the initiation and development of entrepreneurial ventures. 	<p>Highly Desirable</p>
<p>2. Capabilities:</p> <p>(i) <i>Demonstrated ability to:</i></p> <ul style="list-style-type: none"> • lead, mentor and motivate staff. • manage a complex workforce consisting of full-time (tenure and contract) and part-time staff. • measure and analyse performance through key performance indicators. • implement performance improvement processes. • identify key research and educational opportunities. • initiate, and foster participation in collaborative research programs. • perform daily administrative activities required by the LTU. • foster and lead teaching and delivery excellence by example. • influence broader social, political and business networks in order to position the University favourably in the community and business environment. • undertake entrepreneurial initiatives (including innovative research activities). • contribute as a key member of the LTU to the overall management of the School. <p>(ii) <i>Deep understanding and knowledge of:</i></p> <ul style="list-style-type: none"> • education, financial and research structures. • curriculum development and administration. • Federal and State Government policies in respect of post-secondary education. • the interface between post-secondary education, employers and the wider community. • the research, education and development needs of the state and national business community, and opportunities for Swinburne Sarawak. • the mechanisms and processes through which Swinburne Sarawak attracts growth in research / consultancy funds. • quality enhancement and assurance processes and their effective implementation. 	<p>Highly Desirable</p>

Other Skills / Experience		
3.	<ul style="list-style-type: none"> • Membership of relevant professional bodies • Scholarly publications in journals, proceedings, and books. • Experience in providing consulting and training services • Experience in curriculum development and administration. • Participation in collaborative research projects with other academics. • Experience of supervising postgraduate (including doctoral) students • National reputation in a relevant scholarly domain. • National recognition in a relevant professional domain. • Experience in strategic planning and leadership in academic contexts • Experience in motivating and mentoring academic colleagues. • Ability to identify research opportunities and attract external support • Ability to foster collaborative relationships with other universities, government agencies, professional bodies, and private organisations • Managerial work experience, leading to a deep and creative understanding of some practical domain. • Familiarity with digital learning technologies. 	Preferable

Further Information

Further information is available from Human Resources at fax +60 82 260 821, email careers@swinburne.edu.my

Applications

Applications should include with their application a detailed CV indicating qualifications, experience and other matters considered relevant to the application. An honest attempt should be made to reveal all important information relevant to your suitability for the position sought. The CV should include information on work related areas such as your visa and work status in Sarawak, Malaysia.

The application must also include a separate document addressing each applicable element of the Key Selection Criteria (as listed in Section C above).

The University has a policy requiring successful applicants to produce evidence of all formal qualifications prior to commencing employment.

I accept the Position Description as stated above and that the Position Description may need amending and updating periodically due to changes in responsibilities and organisational requirements. Changes to position descriptions will be in accordance with the position grade and category, and consistent with the purpose for which the position was established.

Name :

Date :

Signature :