Position Description – Course Coordinator

Description and Selection Criteria

The "Lincoln Education Australia" (LEA) Organisation

Lincoln Education Australia is a values-based, not-for-profit institution offering innovative, contemporary courses and exceptional teaching in a high-quality, multi-cultural learning environment with modern facilities and wide-ranging academic and learning support services. LEA promotes a culture of performance excellence through regular professional learning activities and leadership programs.

The Lincoln Education Australia vision is to become a world-class provider of higher education committed to preparing graduates with advanced knowledge and skills for career success, for transforming society and for responsible global citizenship. Our mission is to advance knowledge and scholarship, prepare students as critical and creative thinkers capable of responding to real-world challenges, develop leaders, inspire entrepreneurs and promote lifelong learning.

LEA begins operation in 2023 with a Bachelor and Masters degree that combine Business, Information Technology and Cyber skills. **These are entirely new degrees developed in collaboration with leading Australian and international academics drawn from business, IT and cybersecurity studies.** This position offers an exciting opportunity for the successful applicant to contribute knowledge, creativity and energy to operationalise LEA's vision and mission during the inaugural year and to and shape future directions.

Position Purpose

The Course Coordinator is responsible for the academic leadership, quality enhancement, integrity and management of the course, as well as staff management and mentoring.

The Course Coordinator plays a vital role in the design, delivery, performance monitoring and review of course offerings, including various aspects of planning, development, delivery, outcomes, assessments and overall management.

In collaboration with the Academic Dean, the Course Coordinator leads in the development and implementation of effective learning and teaching strategies and practices, mentors staff, promotes the currency and relevance of the course, liaises with industry, business and professional groups and identifies opportunities for collaboration.

The role includes significant teaching and curriculum development responsibilities, coordination, and administration of academic courses to provide high quality student

learning experience and outcomes, maintaining the highest standard of academic integrity in accordance with the mission, vision, core values and purposes of LEA. Promoting and fostering an organisational culture of high-quality education, embracing cultural diversity, instilling humane values and intercultural awareness.

The Position

The Course Coordinator is appointed on a 3-to-5-year renewable contract basis. The level of appointment is dependent on qualifications and experience. Academic equivalency is assessed on a combination of formal qualifications and professional experience. The minimum requirements for the position includes academic qualifications with relevant professional or practice-based experience at Australian Qualifications Framework or AQF Level 10 (equivalent to a Doctorate degree with 5 to 10 years of experience in relevant areas in a higher education institution).

Responsibilities and Duties

The responsibilities and duties of the Course Coordinator include the:

- Coordination, oversight, curriculum development and administration of academic courses;

- Teaching and assessment of course subjects;

- Review and development of academic courses and quality through effective strategic planning, forecasting, and budgeting and the implementation of strategies;

- Achieving strategic outcomes in areas including graduate attributes, graduate employment, student satisfaction, online delivery, equity participation and internationalization;

- Promoting LEA priorities and objectives and ongoing approach to student-centered learning and the scholarship of learning and teaching / research;

- Managing the evaluation of course quality and improvement, ensuring compliance with LEA policies and strategies, and ensuring that relevant accreditations are obtained and maintained;

- Collecting and analysing feedback from course stakeholders in relation to course coordination process/outcomes and course design;

- Maintaining details of relevant stakeholders, including employers, industry contacts, professional associations, accreditation bodies, graduates, alumni and others in the wider community;

- Representing LEA in the external community and developing, promoting and maintaining links with relevant industry, government and professional bodies

- Contributing to the management, growth, and future development of LEA by providing academic leadership in the implementation of LEA's Teaching and Learning plan;

- Maintaining and enhancing academic standards by implementing LEA policies and plans in various areas, including privacy, confidentiality, copy rights, security and safety, and;

- Demonstrating high standards of professional and personal conduct in fulfilling all duties.

Essential Selection Criteria

- A PhD (AQF 10 or equivalent) in an IT related discipline with demonstrated effective teaching experience of 5 to 10 years within a related area in a higher education institution

- Demonstrated expert knowledge within an IT discipline through an established publication record and significant professional or practice-based experience / expertise

- "In depth" knowledge and expertise in a minimum of two subject areas and "Moderate" knowledge and expertise in a minimum of two subject areas listed in the attached "Knowledge and Skills Requirement Matrix"

- Demonstrated leadership skills in guiding, inspiring, mentoring and managing students and staff to achieve required outcomes

- Demonstrated experience in the effective and strategic management of resources, staff and facilities and the ability to plan strategically and consultatively

- Extensive experience in managing and leading curriculum preparation and development

- A good understanding of the broader national higher education sector and its governance, in an international context

- Highly developed interpersonal, team and stakeholder management skills, as well as excellent communication and presentation skills

Desirable Selection Criteria

- Senior membership of a relevant professional association;

- An additional qualification in higher education teaching and learning (e.g., Graduate Certificate in Higher Education Teaching & Learning); and,

- Experience in leading and managing online and blended learning environments.

Equity and Diversity

LEA is an equal opportunity employer. Equality of opportunity and access is a critical priority for LEA. All LEA staff are wholly committed to equal opportunity in education, employment, and the welfare of students and staff. All staff at LEA are recruited and promoted on merit.

Occupational Health and Safety (OHS)

All staff recruited to LEA are inducted into a safe and healthy working environment. All staff at LEA are required to take all reasonable precautions for their own health and safety and that of other personnel who may be affected through their conduct. All staff are required to understand OHS responsibilities applicable to their position in the LEA. Additional OHS responsibilities apply for staff supervisors, managers, and other senior LEA personnel.

Reporting Relationships

The Course Coordinator reports to the Academic Dean.

Direct reports to the Course Coordinator include lecturers and tutors working in the course. This position works closely with the Manager, Quality Assurance.

Remuneration Package

An attractive package is negotiable, and includes superannuation and other benefits that go with the position. Professional development as applicable will be provided.

For queries, please contact

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Stating the job title in the Subject line

Knowledge and Skills Requirement Matrix

Bachelor of Business Information Systems (BBIS)

Code	Subject Area	Individual Expertise	
		Moderate	In-depth
	Year 1 – Semester 1		
BIS5101	Entrepreneurship and Marketing		
BIS5102	Computer Principles and Programming		
BIS5103	Organisational Management		
BIS5104	Database Management Systems		
	Year 1 – Semester 2		
BIS5105	Principles of Accounting		
BIS5106	Systems Analysis and Design		
BIS5107	E-Commerce		
BIS5108	Data Communication and Networking		
	Year 2 – Semester 1		
BIS5201	Design Thinking		
BIS5202	Accounting Information Systems		
BIS5203	Website Design and Development		
BIS5204	Business Ethics and Professional Perspectives		
	Year 2 – Semester 2		
BIS5205	Object-Oriented Programming		
BIS5206	Human Resources Management		
BIS5207	IT Industry Management		
BIS5208	Cloud Computing		
	Year 3 – Semester 1		
BIS5301	Cyber Security Management		
BIS5302	Artificial Intelligence in Business		
BIS5303	IS Project Management		
BIS5304	Total Quality Management		
	Year 3 – Semester 2		
BIS5305	Analytics for Decision Making		
BIS5306	Enterprise System Development		
BIS5311	Capstone Project		
	Electives		
BIS5321	Big Data Analytics		
BIS5322	Data Visualisation		
BIS5323	Network System Management		
BIS5324	Internet Routing		
BIS5325	Cyber Law and Ethics		
BIS5326	Enterprise Data Management and Analysis		
BIS5327	Systems Integration		

Master of Business Information Systems (MBIS)

Code	Subject Area	Individual Expertise	
		Moderate	In-depth
	Year 1 – Semester 1		
BIS7101	Business Information Analysis		
BIS7102	Database Management Systems		
BIS7103	Business Data Communications and Networking		
BIS7104	Entrepreneurship and Management		
	Year 1 – Semester 2		
BIS7105	E-Business models		
BIS7106	Web Design and Development		
BIS7107	Operations Management		
BIS7108	Design Thinking		
	Year 2 – Semester 1		
BIS7201	Cloud Computing for Business		
BIS7202	Cyber Law in Practice		
BIS7203	IS Project Management		
	Year 2 – Semester 2		
BIS7204	Enterprise Information Systems		
BIS7205	Data Governance and Ethics		
BIS7211	Capstone Project		
	Electives		
BIS7221	Big Data Analytics		
BIS7222	Data Mining for Business Analytics		
BIS7231	Information Security Management		
BIS7232	Cyber Forensics		

Additional areas

Code	Subject Area	Individual Expertise	
		Moderate	In-depth
O1	Academic Quality Management		
O2	Overall Course Coordination - Business		
O3	Overall Course Coordination - IT		