



Casual Lecturer – Bachelor of Community Services

TITLE: Casual Lecturer – Bachelor of Community Services

REPORTS TO: Academic Course Manager

LOCATION: This position is based at Box Hill campus (Nelson) and will require delivery to students in the Bachelor of Community Services Program

DATE: February 2026

POSITION PURPOSE & CONTEXT

The Casual Lecturer – Bachelor of Community Services will provide high quality and innovative course materials and excellent student-centred teaching delivery to domestic and international students, to:

- support student success across fields of Community Services subjects and thereby improve their employment and/or educational pathways
- ensure BHI compliance requirements are met

The Casual Lecturer has the opportunity to teach one or more subjects within the Bachelor of Community Services. Expertise of all areas is not required; you may teach in the specialised area/s of your expertise and experience. The role is one of a team of lecturers who is responsible for the continuous development and delivery for their allocated subjects. Expertise and experience in one or more of the following fields of Community Services reflects the subjects taught in the course:

- Cultural safety with a strong Australian Aboriginal and Torres Strait Islander focus
- Develop an extensive knowledge related to broad and specific areas of Community Services
- Learn to understand applicable legislation and regulation
- Practise and develop decision-making and communication strategies
- Counselling
- Family Domestic Violence
- Trauma Informed Practice
- Dual Diagnosis
- Reflective Practice
- Youth and Family Practice
- Child Protection
- Disability Supports and Services
- Health and Wellbeing
- Rehabilitation and Incarceration
- Case Management
- Drug and Alcohol
- Aged, Out of Home and Residential Care

The position reports to the Academic Course Manager. The position is required to ensure that Box Hill Institute retains its pre-eminent position as a quality education provider and is a first choice for education and training. This involves the preparation, delivery, assessment and review of dynamic, high-quality on-campus teaching programs relating to the course as part of the Higher Education team.

The College of Higher Education at Box Hill Institute delivers undergraduate programs to domestic and international students across disciplines including Biosecurity, Commerce, Community Services, Early Childhood Education, Fashion Design, Hospitality Management, Information Technology, and Music. The College also offers a Graduate Certificate in Adult and Vocational Education, with a strong focus on applied learning, industry relevance, and academic excellence.

REPORTING RELATIONSHIPS

Reports to: Academic Course Manager

ACCOUNTABILITIES/OUTCOMES

Outcome 1 – Deliver teaching practices and resources that engage and satisfy students

Deliver planned sessions in a variety of innovative and adaptive ways, using technology including Moodle, MS Teams, to engage students and meet their needs and learning styles. Proactively support the efficient use of BHI Group resources and meet student needs.

Outcome 2 – Develop and implement quality teaching materials that meet all regulation requirements

Design and develop teaching and learning resources including tailoring materials into a range of formats to suit varying learning styles and to develop course related skills. Develop high quality and current resources, teaching materials and assessments. Ensure teaching materials are accessible on central systems and meet audit compliance.

Outcome 3 – Ensure teaching practices are appropriate

Select, prepare and deliver appropriate teaching and learning materials, participate in the preparation and maintenance of teaching resources and learning materials, and ensure that effective learning is taking place under your instruction and supervision

Outcome 4 – Identify Students at Risk

Proactively identify and support students at risk of progression. Assess student work in a timely and consistent manner and providing constructive feedback. Create and maintain a safe and supportive learning environment. This includes early intervention strategies, referral to academic or wellbeing support services.

Outcome 5 – Organisational Policies and Procedures

Adhere to BHI's organisational policies and procedures, including those related to privacy, safety, and professional conduct. Actively contribute to team meetings and continuous improvement discussions.

QUALIFICATIONS AND EXPERTISE REQUIREMENTS

The Qualifications and Expertise required for the role are:

Qualifications

- A minimum of an AQF 9 qualification, specialising in Community Services industry or related fields such as Social Work, Social Sciences, Human Services, Psychology, Youth Work etc.

Expertise

1. **Specialised Skills:** Demonstrated experience teaching in the Australian Higher Education sector.
2. **Adult Learning Principles:** Experience in planning and researching for the preparation of programs and learning materials, in the identification of setting standards, and well-developed skills in transferring knowledge including the ability to research, select, and use a wide range of learning resources and assessment tools that would ensure a successful training program.
3. **Administrative Systems:** An appreciation of administrative requirements required for the coordination of higher education and training, an understanding of OH&S, equity and equal opportunities, legislation relevant to higher education, and previous experience in computer software applications and experience with electronic administration systems desirable.
4. **Compliance Administration:** Demonstrated ability to develop a range of complex documents that comply with all relevant quality standards, including course materials, unit plans and assessment tools. Demonstrated proficiency and capability student management systems for attendance tracking, retrieval of student details where required, and resulting.

Knowledge and Skills

5. **Learning Management Systems:** Demonstrated proficiency in using learning management systems (i.e. StudentWeb) to create innovative and engaging learning experiences for students. Experience using videoconference software (e.g. Microsoft Teams, Zoom) to teach students online.
6. **Teaching Skills:** Demonstrated ability to design and deliver logical, succinct, up-to-date and engaging course materials and lessons. Experience in effectively managing difficult and sensitive topics and questions.
7. **Interpersonal Skills:** Demonstrated ability or the capacity to work and provide support and advice to students and BHI Group employees of diverse cultures, backgrounds, and abilities, including effective communication, interpersonal, and coordination skills relevant to a learning environment. Ability to quickly develop rapport and positive working relations with colleagues from a range of social and cultural backgrounds.

Personal Qualities

8. **Empathy and Cultural Awareness:** Demonstrated high level awareness of, and responsiveness to, people from a broad range of diverse backgrounds and emotional contexts.
9. **Flexibility:** Proven ability to understand and readily adapt to changing circumstances both within and outside of the classroom. Demonstrated openness to new ideas and ability to positively respond to and implement these.

WORKING WITH THE BOX HILL INSTITUTE

Box Hill Institute is a leading Australian provider of TAFE courses, vocational training and international degrees. Box Hill Institute operates in 10 countries and offers a diverse range of courses to students, businesses and community groups. The Institute offers the opportunity to obtain formal accreditation at Certificate, Diploma, Degree and/or Postgraduate levels. Located across three locations in Victoria – Box Hill, Lilydale and Melbourne CBD. The Institute teaches approximately 40,000 students per year with over 500 courses, 200 accredited courses and 10 workplace training facilities.

Box Hill Institute is nationally recognised and received recognition over the years including the International Training Provider of the Year in 2018, Australian Training Awards' Large Training Provider of the Year 2016 and the Victorian Training Awards' Large Training Provider of the Year 2016.

The education sector has experienced fundamental change over recent years, due to the pandemic and government reform across the sector. As Box Hill Institute understands that this is a prime opportunity to drive transformational change at an iconic education institute to prepare for the future of education in Victoria.

CONDITIONS OF EMPLOYMENT

Candidates for employment with and employees of Box Hill Institute must satisfy Box Hill Institute's conditions of employment. These include but are not limited to –

- A valid Working With Children Check (employee classification);
- A National Police Check.

Whether or not a candidate for employment or employee has satisfied these requirements is at Box Hill Institute's discretion.

Box Hill Institute employees must conduct themselves in accordance with relevant regulation and legislation, including but not limited to the Public Administration Act 2004 (Vic), the Occupational Health and Safety Act 2004 (Vic), the Victorian Child Safe Standards, the Victorian Public Sector and Box Hill Institute Codes of Conduct, and with Box Hill Institute policy and procedure. Box Hill Institute is committed to providing an environment where all young people thrive, feel safe and included. This commitment spans across all aspects of our operations and people.

Child Safety

Box Hill Institute is a Child Safe Organisation and has a zero tolerance towards the harm or abuse of children and young people. We believe that child safety is everyone's responsibility. All employees, volunteers, contractors and service providers are required to promote a culture of child safety, comply with the Child Safe Standards and other relevant legislation and reporting obligations of suspected child abuse as per the Institute's Child Safety Policy and Procedures. All employees are required to hold and maintain a current, valid Working with Children Check for the duration of their employment at their own expense.

All employees of the Box Hill Institute are required to demonstrate in their behaviour, alignment with our values, which are:



Curious

We are driven to learn, grow and evolve.

At Box Hill Institute, our enthusiasm creates an inspiring learning environment. We listen to our colleagues and partners as we imagine and deliver outstanding education experiences, knowing that we will support each other through any challenge. We are open to new ideas, diverse perspectives and better solutions. We are proud to share our skills and knowledge as we walk alongside our students on their learning journey. We are tenacious in pursuit of our vision.



Trustworthy

We build trust by being honest and accountable.

We communicate clearly and act on our commitments, which means that our students, colleagues and partners can depend on us. We are consistently professional, fostering a positive student experience and building mutually beneficial partnerships. At Box Hill Institute, we support people to be their authentic self, knowing that their unique strengths and integrity contribute to our shared success.



Compassionate

We are kind and respectful.

We care for all our students, colleagues and partners, knowing that everyone can help to shape a better world. That is why we create an environment that honours peoples' differences and where they feel safe, supported and included. This means that we are patient, helpful and friendly. We welcome everyone into our Box Hill Institute community and create connections to support a culture of life-long learning.

The following conditions shall apply where applicable:

- Willingness to travel to other BHI locations or off-site locations.
- Ability to work outside of normal office hours and/or attend after hour's functions and activities.

AUTHORISATION AND ACCEPTANCE

PD Authorisation:	Title/Name:	Signature:	Date:
Accountable Manager	Aisling O'Donnell		
Incumbent	[candidate_name]		
People, Culture & Transformation	[reviewer_1_first_name] [reviewer_1_last_name]	Executed online by [reviewer_1_first_name] [reviewer_1_last_name]	[contract_issue_date]

Position Classification:	
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Version Control and Sign off

Effective Date:
 Review Date/s:
 Prepared by:
 Approved by: