

Discipline Lead, Psychology

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Company: Murdoch University Dubai

Location: Dubai

Category: healthcare-practitioners-and-technical

1. Overview and Objectives of the Position:

The Discipline Lead, Psychology is responsible for coordinating the daily administration functions of the Psychology discipline academic team. The Discipline Lead ensures the smooth operations of academic activities, including teaching and learning quality, management of teaching staff within the discipline under the direction of the Dean, consultation with students and administrative duties, to deliver efficient and high standard of service to all stakeholders.

All Discipline Leads have a teaching role and will contribute to providing high quality programs by ensuring their teaching is well-planned and innovative, to facilitate successful student experiences and outcomes.

2. Key Result Areas:

Program Coordination

- Manage the academic administration processes, including but not limited to coordination with the Psychology discipline staff at the home campus in Australia, administration of exam reviews, misconduct, variation of enrolment, course transfers and academic progression.
- Promote and advance the interests of their discipline in Dubai.
- Give academic advice and support to students on academic matters relating to their program, policies and procedures, progression.
- Supervise and manage the utilization and implementation of course outlines and teaching materials for Psychology units and ensure the equivalence is maintained with the Murdoch University home campus.

- Manage casual staff and/or sessional academic staff and coordinate academic staff induction.
- Engage with University academic staff on moderation and quality assurance.
- Oversee examination processes, including moderation, benchmarking processes, exam marking and invigilators.
- Ensure the delivery of course evaluation surveys, analysis, and the provision of recommendations.
- Map/track learning and student outcomes, program, or course moderation
- Contribute to academic committee reports.
- Provision of advice to students relating to programs/courses, academic policies and procedures, program progression, miscellaneous study, and other student academic matters
- Maintain strong and effective partner relationships, engaging with relevant University academics as appropriate.
- Develop and maintain appropriate relationships with external partners relevant to IT discipline.
- Advise the Dubai Dean of research opportunities in their discipline and contribute to research efforts in their discipline.
- Help to promote student recruitment in their discipline.
- Undertake such other duties as determined by the Dubai Dean.

Teaching and learning

- Prepare and deliver lectures, seminars, tutorials and workshops and conduct student assessments.
- Participate in moderation processes with the home campus Unit Coordinator.
- Undertake student consultations for the unit(s) delivered.
- Develop and maintain strong working relationships with key staff members on campus in Dubai and with key academic members at Murdoch University in Perth.
- Maintain knowledge of current pedagogical practice and learning theories
- Participate in professional development opportunities (Teaching and Learning and discipline- specific

Other duties

- Participate in the counselling of students
- Perform other duties as specified from time to time by the Dean.

3. Qualifications and Selection Criteria

Essential:

- i. Tertiary qualifications at the postgraduate level in a relevant discipline area, PhD strongly preferred.
- ii. Demonstrated knowledge, skills and experience in the delivery of high-quality teaching and curriculum development at the tertiary education level.
- iii. Demonstrated experience in contributing to the development of scholarly and innovative approaches to teaching and learning.
- iv. Demonstrated ability to engage students in learning activities.
- v. Demonstrated high level of written and oral communication skills.
- vi. The ability to establish and maintain effective working relationships with academic and administrative staff and students.
- vii. Demonstrated evidence of high-level research outputs and leadership in research with experience providing support and mentoring to early career staff.
- viii. Demonstrated experience in counselling.

Desirable:

- i. Experience working in a multicultural education environment.
- ii. Knowledge of undergraduate postgraduate programs at tertiary level

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