



HOP Bachelor of Business/Lecturer

King's Own Institute (KOI) is a leading independent institute of higher education located in central Sydney and Newcastle, Australia. KOI offers high-quality accredited diploma, undergraduate and postgraduate courses in Accounting, Business, Management, IT and TESOL.

About the Role

The HOP Bachelor of Business & Lecturer is a specialised academic role responsible for coordinating and facilitating quality undergraduate business education across three high-demand specialisations: Hospitality Management, Project Management, and Information Systems. This position ensures that KOI's Bachelor of Business program meets rigorous academic standards while incorporating cutting-edge industry practices and contemporary business applications

Key Responsibilities

Business Education Subject Matter Expertise & Teaching

- Deliver high-quality instruction across assigned Bachelor of Business subjects spanning core business fundamentals and specialised areas
- Facilitate classes using contemporary learning methodologies appropriate for undergraduate business education
- Provide expert-level instruction drawing on current industry practices and academic research across multiple business sectors
- Moderate discussions and foster collaborative learning communities among diverse undergraduate learners
- Deliver guest lectures and industry-focused content leveraging expertise across hospitality, project management, and information systems
- Develop and deliver case study analyses and real-world business applications across specialisation areas

Specialisation-Focused Facilitation & Teaching

- Facilitate Bachelor of Business classes using contemporary adult learning methodologies appropriate for undergraduate business education and industry-focused learning
- Provide high-level undergraduate instruction across core business disciplines with specialised focus on Hospitality Management, Project Management, and Information Systems.
- Mentor and support undergraduate students through practical business problem-solving, career guidance, and industry preparation across diverse career pathways
- Moderate online discussions and foster collaborative learning communities among students pursuing different specialisation tracks
- Deliver industry-focused content leveraging practical expertise in hospitality, project management, and information systems sectors
- Guide students through complex business projects including industry analysis, project planning, systems implementation, and strategic business planning

Course Coordination & Academic Administration

- Coordinate Bachelor of Business course schedules across multiple specialisations, assessments, and academic calendar requirements
- Manage course enrolments, student communications, and academic progress monitoring with attention to prerequisite requirements and specialisation pathway guidance
- Liaise with academic staff, industry practitioners, and professionals contributing to Bachelor of Business program development and delivery
- Coordinate with Director of Learning & Teaching on curriculum updates reflecting evolving business practices and industry requirements across specialisation areas
- Oversee assessment processes, business competency standards, and academic integrity procedures for business coursework and projects
- Manage relationships with industry partners across hospitality, project management, and information systems sectors, including guest speakers and practical learning opportunities
- Ensure course content remains current with business trends, emerging technologies, and professional practices across all specialization areas

Student Support & Career Development

- Provide academic support to Bachelor of Business students including business concept clarification, specialisation guidance, and career pathway counselling
- Develop and implement student engagement strategies appropriate for diverse undergraduate populations including school leavers, mature-age students, and career changers
- Monitor student progress in challenging business concepts and implement early intervention strategies for at-risk students
- Facilitate peer learning networks and professional development opportunities across hospitality, project management, and information systems sectors
- Conduct student feedback sessions and implement continuous improvement initiatives based on industry feedback and graduate outcomes
- Support students with career transition guidance and professional portfolio development for business careers
- Connect students with internship opportunities and industry mentorship programs across all specialisation areas

About You

Qualifications & Experience

Essential:

- A relevant postgraduate degree at doctoral level (e.g., PhD, DBA) or equivalent standing
- Demonstrated subject expertise in business areas.
- Formal teaching qualification or demonstrated adult education experience (Graduate Certificate in Higher Education or equivalent preferred)
- Minimum 3 years in similar academic roles
- Minimum 8-10 years combined experience in business practice and educational roles
- Higher education sector experience in Australia, particularly undergraduate business program teaching or administration
- Demonstrated experience in course development and Learning Management System administration for business subjects

- Experience coordinating multi-disciplinary business courses or managing business education projects

Desirable:

- Subject Expertise in at least two of the three areas: Hospitality Management, Project Management or Information Systems.
- Professional business certifications relevant to specialisation areas (PMP, AHLA, or industry-specific certifications)
- Additional qualifications in online education or educational technology
- Professional membership in relevant industry associations isn't this the same as the line in yellow. HLA is that American Hotel Assoc? suggest AHA – Australian Hotels Assoc
- Experience with TechOne or similar Student Information Systems
- Industry consulting or leadership experience across hospitality, project management, or information systems sectors
- Project management experience in educational technology implementations
- Experience with professional development programs in business education

Knowledge & Skills

- Knowledge of Corporations Act requirements
- Comprehensive understanding of the Australian higher education regulatory environment, particularly TEQSA requirements
- Attention to detail with a strong focus on documentation and reporting
- Communication skills with ability to draft complex policies and governance documentation
- Ability to role model/influence at all levels of the organisation
- Analytical and problem-solving capabilities
- Project management skills with ability to manage multiple priorities
- Demonstrated capability in interpreting and applying complex regulatory requirements

Personal Qualities

- High level of integrity and professional judgment
- Collaborative approach with ability to build productive relationships across the Institute
- Membership of the Governance Institute of Australia or similar professional body (desirable)

What We Offer

- Opportunity to make a significant contribution to a growing higher education institution
- Collaborative and supportive executive team
- Professional development opportunities
- Employee Assistance Program (EAP)
- Parental Leave



Candidate MUST reside in Sydney NSW

Candidate MUST hold a PR or Citizen work rights

Only shortlisted candidates will be contacted

No recruiters or agencies

How to Apply

Please submit your resume and a cover letter addressing the selection criteria to the Human Resources Department at human.resources@koi.edu.au

King's Own Institute is committed to fostering diversity and inclusion in the workplace. We encourage applications from candidates of all backgrounds.