



## POSITION DESCRIPTION

### Academic Positions

*(In addition to the Position Classification Standards)*

Position Title: Associate Professor/Professor  
Level: D/E Continuing  
Faculty/Division: Health and Behavioural Sciences      Department/Location: School of Health Sciences

#### **Primary Purpose of the Position:**

The primary purpose of the role is to be academic leader of the occupational health & safety/ occupational hygiene practice discipline within the School of Health Sciences across curriculum, research, research training and academic governance domains. In the first instance you will be tasked with leading implementation of the 2012 OHS/OHP recommendations relating to curriculum change and research capacity building. In the longer term, as a senior member of the School professoriate you will assist the Head of School to support a dynamic professional and scholarly environment that maintains and enhances the School's strong research, teaching and community engagement reputation. The position requires a highly motivated, energetic individual with strong interpersonal skills, a strong track record in OHS/OHP education preferably in the higher education context, a commitment to innovative and evidence-based curriculum approaches, and an outstanding track record in research. You should be eligible for certification or accreditation with a relevant professional association.

#### **Position Environment:**

The Occupational Health, Safety and Hygiene courses are taught within the School of Health Sciences, a multidisciplinary teaching and research academic unit in the Faculty of Health and Behavioural Sciences. Within the School, undergraduate and postgraduate programs in exercise science, biomedical science, public health, nutrition, and dietetics are offered, in addition to the occupational health & safety/occupational hygiene practice programs. The latter are offered at post-graduate level only. Research training is provided at Honours, Masters and PhD Levels, and there is an active research culture evidenced in the number of research groups that include contributions from Post-doctoral and visiting fellows and full time researchers.

The OHS/OHP academic program is founded on two separate postgraduate courses that currently share one common subject and a small number of potentially common electives. Student numbers have grown rapidly in the past 18 months from a modest base and the staffing profile is undergoing change. Both courses have accreditation.

Research higher degree training is in its infancy, but industry support and interest is strong. There is OHS/OHP collaboration with the Public Health discipline in the School, and there is potential for collaboration with the Illawarra Health and Medical Research Institute and other research themes in the university. Occupational Health, Safety & Hygiene is a field where significant industry opportunities for research are available but capacity is limited. The postgraduate programs provide an opportunity to build this capacity through coursework projects, however there is a need to refine and focus to research effort to higher degree and staff research.

Students enrolling in the occupational health and occupational hygiene practice programs come from a wide variety of educational and professional backgrounds. Many work in industry, and value the flexible and innovative approach to teaching and learning used in the programs. This includes block-teaching, on-line modes and project based assessments. The students who enter via the graduate certificate pathway require orientation to university systems and postgraduate study. All students require support in managing a demanding and complex program in a specialist field, and they need innovative teaching approaches to assist them to integrate their learning in a high-stake industry and community environment.

**Major Accountabilities/Responsibilities:**

As Professor/Associate Professor in OHS/OHP, you will be expected to contribute to School of Health Sciences academic research productivity, teaching/learning activity, curriculum leadership, and governance/ administrative duties in the School. In addition, as course co-ordinator of one the new course curricula (targeted for introduction 2014) you will be responsible to the Head of School for undertaking the following duties :-

**Responsibilities**

<b>1.</b>	<p><b>Strategic leadership</b></p> <p>Contribute to the vision and strategic objectives of the School of Health Sciences.          Foster interaction between academics within the School, industry and OHS/OHP related Professional societies and networks to provide a dynamic collaborative environment that will foster the School’s strong research, teaching and community engagement          Actively promote OHS/OHP to enhance the research and teaching reputation of the School and the University locally, nationally and internationally; establish mutually beneficial links and attract relevant funding, staff and students.          In consultation with the Head of School, develop and implement medium and long term strategies for recruiting domestic and international students to OHS/OHP programs          Ensure all strategic activity falls within the broader School and University strategic plan and framework.</p>
<b>2.</b>	<p><b>Staff Leadership</b></p> <p>Provide effective professional mentoring for staff in the OHS/OHP programs.          Assist the Head of School in career development and performance planning for these staff, particularly as it relates to teaching and professional development.          Manage the OHS/OHP discipline and courses to ensure evidence-based, innovative and effective approaches are taken to curriculum and teaching, and that course operations enable research activity for continuing staff          Participate in recruitment of staff as required consistent with University selection procedures.          Assist in resolution of student/ staff/ professional problems in a timely manner within University policy guidelines.</p>

<p><b>3.</b></p>	<p><b>Teaching Leadership</b></p> <p>Ensure effective coordination of the OHS/OHP teaching programs in the School of Health Sciences, including maintenance of quality assurance and improvement systems/ Processes, leadership of curriculum review and implementation</p> <p>Make recommendations on curriculum development/ implementation/ evaluation relating to the with consideration for resource implications</p> <p>Contribute to the teaching of OHS/OHP and provide academic and curriculum leadership in a core subject area and in research related subjects</p> <p>Foster interactions at teaching, research and community engagement levels within OHS/OHP and help to develop a strong teaching-research-community engagement nexus to ensure the program remains relevant to the needs of researchers, industry and the community</p> <p>Assist the Head of School and liaise with relevant OHS/OHP professional societies regarding matters relating to course accreditation</p> <ul style="list-style-type: none"> <li>• Assist the Head of School in student advising, case management, grievance management from OHS/OHP students</li> </ul>
<p><b>4.</b></p>	<p><b>Leadership in Research and Scholarship</b></p> <p>Lead independent and collaborative research projects within and across the OHS/OHP discipline;</p> <p>Lead OHS/OHP staff to develop their research capacity and productivity through individual and team research;</p> <p>Contribute research expertise in the development and submission of applications for research funding to external organisations;</p> <p>Ensure there are appropriate and efficient systems, processes and protocols for the conduct of quality research projects in the coursework program that comply with University policy;</p> <p>Liaise with the Head of Postgraduate Studies and Higher Degree Research Coordinator to build the research training reputation and HDR load of OHS/OHP;</p> <p>Facilitate increased discipline and interdisciplinary research training opportunities in the School of Health Sciences; and contribute to high quality research supervision of HDR students;</p> <p>Contribute to the assessment of HDR student proposals and dissertations across the School and specifically within OHS/OHP;</p> <p>Disseminate research using the methods and targets identified by the University priority research indicators</p>
<p><b>5.</b></p>	<p><b>Financial Matters</b></p> <p>With the assistance of the School Manager, make budgetary proposals to the Head of School as required.</p> <p>Advise the Head of School on infrastructure and resources required to enable the conduct of quality teaching and research in OHS/OHP</p> <p>Manage research, consultancy and funded teaching project budgets in accordance with University policies and procedures</p>
<p><b>6.</b></p>	<p><b>OHS</b></p> <p>Assist the Head of School in ensuring the maintenance of a safe working environment for all staff, students and visitors to the School of Health Sciences.</p> <p>Be aware of OH&amp;S responsibilities, and complete obligatory courses, attend relevant health and safety training, including OH&amp;S induction training, and assist the Head of School in ensuring that staff and students</p>

	are provided with the necessary instruction, training, information and supervision to enable work to be carried out safely.
<b>7.</b>	<p><b>Equal Employment Opportunity (EEO)</b></p> <ul style="list-style-type: none"> <li>• Ensure all actions undertaken within the OHS/OHP programs fall within the University EEO policies and state and federal anti-discrimination legislation.</li> <li>• Integrate EEO and equity issues into the day to day management and planning activities of the OHS/OHP programs.</li> <li>• Contribute to the prevention of discrimination or harassment within the School of Health Sciences.</li> </ul> <p>Utilise the University's grievance procedures as appropriate and treat all grievances seriously using a fair approach to all parties.</p>
<b>8.</b>	<p><b>Academic and Corporate Governance</b></p> <p>Report on activities of the OHS/OHP programs to the Head of School and implement agreed School/ Faculty strategy – in the first instance the review recommendations</p> <p>Ensure the effective coordination of and chairing of meetings of the OHS/OHP discipline Lead, Chair or be a member of university, faculty or school committees/ working parties/meetings as directed by Head of School or negotiated with the Head of School.</p>
<b>9.</b>	<p><b>Other</b></p> <p>Carry out any other functions or responsibilities as may be assigned from time to time by the Head of School;</p> <p>Exercise delegations of a Course Co-ordinator and subject Coordinator in accordance with relevant University Policy.</p>

### Reporting Relationships:

Position Reports to:	Head, School of Health Sciences
The position supervises the following positions:	n/a
Other Key Contacts:	Dean of Faculty Course Coordinator MOHS (legacy course) Course Coordinator MOHP (legacy course) Subject Coordinators School Manager Head of Postgraduate Studies

### Key Relationships:

### Contact/Organisation:

### Purpose & Frequency of contact

Contact with relevant professional bodies  
Australian Institute of Occupational Hygienists  
and/or Human Factors & Ergonomics Society of  
Australia  
Institute of Occupational Safety & Health

Maintenance of program accreditation

### **Key Challenges:**

Driving curricula change whilst maintaining quality teaching standards and a student focus  
Teaching multiple subjects across postgraduate courses  
Mentoring and supporting students from a wide variety of backgrounds  
Maintaining industry relevance and up to date evidence base of subjects and incorporating best practice and professional guidelines  
Maintaining quality and innovation in educational approaches  
Engaging in productive research relevant to industry and course implementation  
Working effectively and efficiently with professional, academic and industry colleagues.  
Ensuring a strong and productive academic program in the context of diverse needs of staff and students of a multidisciplinary School

### **SELECTION CRITERIA - Knowledge & Skills:**

Essential:

- Eligible for full membership of relevant professional body e.g. Australian Institute of Occupational Hygienists *or* Human Factors & Ergonomics Society of Australia *or* Safety Institute of Australia
- Industry expertise
- Thorough and broad knowledge in professional area of OHS or OHP
- Knowledge of program accreditation matters nationally and internationally

Desirable:

- Eligible for certification as occupational hygienist
- Experience in program accreditation

### **SELECTION CRITERIA - Education & Experience:**

Essential:

- PhD or equivalent
- Postgraduate qualifications in relevant area of OHS/OHP
- Demonstrated track record in research knowledge and skill development
- A record of effective subject and course implementation, with extensive experience teaching in a tertiary or professional education environment
- Extensive and broad experience in the field of OHS/OHP
- Demonstrated experience in subject and course administration in a higher education environment
- Demonstrated management skills including change and/or resource management, and the ability to effectively manage areas and take leadership roles within teams.  
Strong research track record, including research publications in high quality peer-reviewed international journals and participation in successful research grant applications, particularly from

competitive grant sources

- Experience in supervision of Higher Degree Research students, including PhD students.
- Evidence of experience in significant roles related to the profession, including reporting and development of submissions.
- Demonstrated experience in meaningful community engagement and partnership initiatives

### **Personal Attributes:**

Excellent professional knowledge and skills

Ability to work as part of team

Ability to work without close supervision and meet deadlines

Motivated to develop own and others research and program evaluation skills and disseminate findings

Attention to detail to monitor and provide advice regarding progression pathways for students in legacy programs

Outstanding interpersonal skills including a demonstrated ability to consult, negotiate and interact with various groups, in particular clinical and professional groups.

Excellent oral and written communication skills, including the ability to work effectively in a team.

### **Approval:**

Approved by Head of Unit: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by Personnel: \_\_\_\_\_

Date: \_\_\_\_\_