



POSITION DESCRIPTION

Academic Positions

(In addition to the Position Classification Standards)

Position Title: Associate lecturer/ Lecturer

Level: A/B Fixed Term full time 3 years

Faculty/Division: Health and Behavioural Sciences Department/Location: School of Health Sciences

Primary Purpose of the Position:

This position contributes to teaching, academic administration, community engagement, research and research training in occupational health & safety and occupational hygiene practice programs in the School of Health Sciences. Through evidence based scholarship and up to date industry expertise you will: implement and evaluate curricula that meets professional accreditation standards; manage subject related academic administration and student advising; enable collaborative research and evaluation projects in industry through in coursework subjects; participate in higher degree research supervision if appropriate; promote awareness of the program to prospective students, industry and the community; and liaise with stakeholders to assure and improve quality. The position will have specific responsibility for teaching and coordination of core subjects in the occupational hygiene practice program and electives shared between that course and occupational health & safety. A major curriculum review is underway in 2013 and these subjects are part of the 'legacy' programs. New subjects or revised versions of existing subjects will be introduced from 2014. The position will require eligibility for certification as an occupational hygienist, or equivalent expertise.

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. The School of Health Sciences is one of three schools in the Faculty of Health and Behavioural Sciences at the University of Wollongong. 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 and 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.

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.

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 in the context of a highly regarded nationally and internationally accredited professional program.

Major Accountabilities/Responsibilities:

Responsibilities		Outcome	Office Use Only
1.	Using up to date industry expertise and research based evidence implement and evaluate innovative curricula in occupational health & safety and/or occupational hygiene practice subjects	As directed by the Head of School:- Co-ordinate Subjects core subjects in the occupational hygiene practice program and electives shared between that course and occupational health & safety Prepare and deliver of subject material for lectures, laboratories and seminars Conduct subject quality assurance and academic advising Contribute to the curriculum review process in areas of expertise Mark subject assessments Ensure subjects have up to date content and pedagogical approaches	
2.	Contribute to maintenance of professional accreditation status of the programs	Participate in course and subject quality assurance processes and in preparation of documents for university and professional association reviews	
3.	Facilitate opportunities for students to participate in collaborative research and evaluation projects in industry through coursework subjects; and participate in higher degree research supervision where appropriate	As directed by the Head of school, teach subjects that provide students with the knowledge and skills to participate in evaluation and research projects in industry Ensure subject objectives support the development of graduates able to conduct evaluation projects relevant to their area of practice Ensure subject objectives support the development of graduates able to collaborate in industry relevant research projects Identify industry based research project opportunities that can be incorporated into coursework project subjects and targeted for higher degree research training Supervision of higher degree research students where appropriate	

4.	Promote awareness of the program and research opportunities to prospective students, industry and the community, liaise with stakeholders to assure and improve quality.	Participation in relevant professional and industry bodies and events As directed by the Head of School, participation in university community and professional engagement activities Maintain up-to-date industry knowledge through scholarship, professional networks and community links.	
5.	Conduct and disseminate research relevant to the OHS/OHP field	Dissemination of research through publication in peer reviewed journals Participation in research networks Development of research capacity	
6.	Provide student-centred academic advice and conduct subject and course related academic administration to implement university policies and School procedures	Subject Coordination Course Coordination if required (Level B only) Maintain familiarity with up to date academic administration policies relevant to the student experience Implement University and faculty policy Implement School procedures and support strategies Provide regular and responsive student academic advice through consultation and written advice. Advise the discipline leader and/or Head of School on subject and student matters Advise on course content in areas of expertise.	
7.	Engage in academic governance through subject and program administration, committees and project roles.	As directed by the Head of School, engage in committees, and in roles at subject and course level that help assure and promote quality in academic and research activities and student outcomes in the School and Faculty.	
8.	Observe principles and practices of Equal Employment Opportunity	To ensure fair treatment in the workplace	
9.	Have OH&S responsibilities, accountabilities and authorities as outlined in the OHS Roles and Responsibilities Document	To ensure a safe working environment for self & others.	

Reporting Relationships:

Position Reports to:	Head, School of Health Sciences
The position supervises the following positions:	n/a
Other Key Contacts:	Discipline leader, Occupational Health and Safety Course Coordinator MOHS Course Coordinator MOHP

Key Relationships:

Contact/Organisation:

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

Purpose & Frequency of contact

Maintenance of program accreditation

Key Challenges:

- 1 Teaching multiple subjects across postgraduate courses
- 2 Mentoring and supporting students from a wide variety of backgrounds
- 3 Maintaining industry relevance and up to date evidence base of subjects and incorporating best practice and professional guidelines
- 4 Maintaining quality and innovation in educational approaches
- 5 Engaging in productive research relevant to industry and course implementation
- 6 Working effectively and efficiently with professional, academic and industry colleagues.

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
- Eligible for certification as occupational hygienist

SELECTION CRITERIA - Education & Experience:

Essential:

- Postgraduate qualifications in relevant area of OHS/OHP
- Demonstrated commitment to 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

Personal Attributes:

Excellent professional communication 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

Approval:

Approved by Head of Unit: _____

Date: _____

Approved by Personnel: _____

Date: _____