UNIVERSITY OF WOLLONGONG

POSITION DESCRIPTION
Academic Positions
(In addition to the Position Classification Standards)

Position Title:	Lecturer	Level:	B
Faculty/Division:	Engineering and Information Sciences		
Department/Location:	School of Information Systems and Technology (SISAT)		

Primary Purpose of the Position:

To deliver world-class research and teaching in the areas of Information Systems and Technology.

Position Environment:

The School of Information Systems & Technology (SISAT) at the University of Wollongong (UOW) is looking to recruit TWO faculty members to start in January 2014. SISAT aims to be a world class Research School and this position is expected to contribute towards that aim. You will have a strong track record of research and publication in the areas of IS management, IS strategy, IS implementation, IS project management, business analytics and related areas. You will be expected to publish extensively in top IS Journals, in particular, the AIS Basket of 8 journals. You will teach in all the core teaching areas of the School, including IS management, databases, web design, and networking.
The School has a strong research program and supports a large PhD program. Details of the School's teaching and research profile are available at http://eis.uow.edu.au/sisat/index.html.

Major Accountabilities/Responsibilities:

	Responsibilities	Outcome	Office Use Only
1.	Research: Conduct world class research in the areas mentioned above; obtain external research funding to support research; apply for internal research support	Publications in AIS Basket of 8 journals	35%
2.	Research Supervision: Supervise Higher Degree Research students, Honours students, and postgraduate students undertaking projects in course work degrees	Successful completion of theses	10%
3.	Teaching: Deliver high-quality lectures, tutorials, practical classes, demonstrations, workshops, seminars etc.; Design and mark appropriate assessment tasks, and undertake the administrative functions connected with the subjects in which the academic teaches.	Excellent teaching ratings; Compliance with teaching and administrative procedures and university policies	25%
4.	Subject Development: Develop subject and course materials	A stimulating and relevant curriculum drawing on contemporary scholarship	10%
5.	Subject Coordination: Act as subject and/or degree coordinator & be available for consultation with students	Correct advice & support to students	10%
6.	Administration: Serve on School and University committees	Serve the goals of the committees	5%

7.	Service: Service to the professional, university and local communities	Demonstrable contributions through service	5%
8.	Supervisory roles: Communicate and consult with staff on workplace and staffing matters.	To foster direct relationships with staff and enhance engagement with the organisation.	Ongoing
9.	Observe principles and practices of Equal Employment Opportunity	To ensure fair treatment in the workplace	
10.	Have OH&S responsibilities, accountabilities and authorities as outlined in the http://staff.uow.edu.au/ohs/commitment/responsibilities/ document	To ensure a safe working environment for self & others.	

Inherent Requirements:

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:
- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. The University wants to place you in the best situation to use your skills effectively in the position you are applying for at the University.

Reporting Relationships:

Position Reports to:	Head of School
The position supervises the following positions:	Any casual tutors employed in subjects for which the lecturer is responsible
Other Key Contacts:	Clerical support team; IT support team; UOW Administration

Key Relationships:

Contact/Organisation:	Purpose & Frequency of contact
Potential partner organizations (industry, government etc)	To build partnerships to support research, teaching and professional and community activities.
Current and future off-shore partners	To maintain the standard of offshore programs

Key Challenges:

1. Publish extensively in top international journals, in particular, the AIS Basket of 8 journals
2. Attract external research funding through competitive and industry grants
3. Develop a program of research leading to publications in top international journals
4. Maintain high standards in teaching, assessment and curriculum development

SELECTION CRITERIA - Knowledge & Skills:

Essential:
- Demonstrated publication record in top journals, in particular, the AIS Basket of 8 journals.
- Ability to publish in top journals, in particular, the AIS Basket of 8 journals, as evidenced by acceptances at top international conferences, such as the International Conference on Information Systems.
- Ability to develop a coherent stream of research in the broad area of IS management or related areas.
- Well-developed skills in quantitative and/or qualitative research methodologies.
- An understanding of a broad range of theories and literatures relevant to IS management research.
- An ability to prepare and effectively deliver lectures, tutorials and laboratories and to coordinate subjects, in English.

SELECTION CRITERIA - Education & Experience:

Essential:
- Should hold a PhD in a relevant area.
- Teaching experience and good teaching evaluations in at least two core teaching areas of the School.
- Ability and willingness to teach, in all core teaching areas of the School, including IS management, databases, web design, and networking.
- An ability to work effectively in a diverse multicultural environment.

Desirable:
- Relevant experience in the IS or IT industry.

Personal Attributes:

- Well developed written and oral communication skills.
- The ability to work as part of a team.
- Well-developed interpersonal skills.
- Good time management skills, ability to prioritise tasks, and to meet deadlines.

Special Job Requirements:

- May be required to work outside of normal hours from time to time
- May be required to teach in an offshore program

Approval:

Approved by Head of Unit: _____

Date: _____

Approved by Human Resources: _____

Date: _____

UNIVERSITY OF WOLLONGONG

POSITION CLASSIFICATION STANDARD - Teaching and Research
Level: B
Title: Lecturer

Description

A position classification standard describes the broad categories of responsibility attached to academic staff at different levels. The standards are not exhaustive of all tasks in academic employment, which is by its nature multi-skilled and involves an overlap of duties between levels. **Therefore the standards should not be applied mechanically. Quality of performance is the principal factor governing level of appointment of individuals, and a broadly-worded skill base is set out for each level.**

All levels of academic staff can expect to make a contribution to a diversity of functions within their institutions. Such functions include teaching research participation in professional activities and participation in the academic planning and governance of the institution. The balance of functions will vary according to level and position and over time.

- General Standard
- Specific Duties
- Skill Base

General Standard

A Level B academic is expected to make contributions to the teaching effort of the institution and to carry out activities to maintain and develop her/his scholarly, research and/or professional activities relevant to the profession or discipline.

Specific Duties

Specific duties required of a Level B academic may include

- The conduct of tutorials, practical classes, demonstrations, workshops, student field excursions, clinical sessions and studio sessions.
- Initiation and development of subject material.
- Acting as subject coordinators.
- The preparation and delivery of lectures and seminars.
- Supervision of the program of study of honours students or of postgraduate students engaged in course work.
- Supervision of major honours or postgraduate research projects.
- The conduct of research.
- Involvement in professional activity.
- Development of course material with appropriate advice from and support of more senior staff
- Marking and assessment.
- Consultation with students.
- A range of administrative functions the majority of which are connected with the subjects in which the academic teaches.
- Attendance at departmental and/or faculty meetings and/or membership of a number of committees.

Skill Base

A Level B academic shall have qualifications and/or experience recognised by the institution as appropriate for the relevant discipline area. In many cases a position at this level will require a doctoral or masters qualification or equivalent accreditation and standing. In determining experience relative to qualifications, regard is had to teaching experience, experience in research, experience outside tertiary education, creative achievement, professional contributions and/or to technical achievement.