

POSITION DESCRIPTION – Academic Staff

Position Title: Senior Lecturer/Lecturer Level: C/B
 Faculty: Science, Medicine and Health
 Department/Location: School of Nursing, Midwifery and Indigenous Health

Primary purpose of the position:

This is a teaching/research position in the School of Nursing Midwifery and Indigenous Health (SNMIH) at the University of Wollongong. The primary purpose of the position is to contribute to the research outputs and direction of the School.

Position Environment: (Optional)

The School of Nursing, Midwifery & Indigenous Health, University of Wollongong, is committed to the education of nursing and indigenous health students at both undergraduate and postgraduate level. We enjoy a sound reputation academically and clinically, nationally and internationally. In addition, we have an expanding post graduate portfolio and research agenda. This position will contribute to the development of the strategy for research capacity and capability.

Major Accountabilities/Responsibilities:

Responsibilities		Outcome:	Office Use Only
1.	Contribute in conjunction with the head and research leaders (SNMIH) to the development of the strategy for research capacity and capability.	Research capability and capacity is enhanced.	
2.	Develop and undertake original research projects (particularly around history in nursing) leading to publications, grant applications and conference presentations.	Personal increased research and scholarly outputs measurable under ERA	
3.	Make an active contribution in the next Excellence in Research for Australia assessment, and in so doing contribute to the relevant research group's research strategy with the aim of ensuring the achievement of the highest possible rating.	Increased research and scholarly outputs for SNMIH measurable under ERA	
4.	Preparing of grant applications and publications with other SNMIH staff as requested by the Head	Increased grant applications/publications for SNMIH	
5.	Supervise research staff and students in the SNMIH and the wider faculty where appropriate.	Inculcating HDR students into the research culture of SNMIH.	
6.	Coordination of undergraduate/post graduate subjects	To ensure successful coordination	

		of subjects	
7.	Preparation and delivery of learning and teaching materials to include assessment processes	High quality subjects presented to students and adhere to QA principles	
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.	

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
The position supervises the following positions:	N/A
Other Key Contacts:	Academic and General Staff (SNMIH), Bachelor of Nursing Programme Coordinator, Director of Clinical Learning, Head of School and Executive Dean & colleagues - Faculty of Medicine, Science & Health, Staff from public/private health facilities. Other Education providers

Key Relationships:

Contact/Organisation:

School meetings
 Research Leaders
 Academic staff and HDR students

Contribute to research governance and quality
 Contribute to research capacity and capability development
 Increase research outputs and outcomes

Key Challenges:

1.	Independent research leading to outputs and outcomes
2.	Develop research capacity in others leading to outputs and outcomes
3.	Contribute the preparation of applications for new grants, reports, funded research projects and publications
4.	Academic governance of undergraduate/post graduate subject(s) across campuses

Knowledge & Skills:

Essential:

- Knowledge of research
- Knowledge of qualitative and/or quantitative research techniques
- Willingness and ability to teach in an undergraduate/post graduate programmes.
- Commitment to current SNMAH initiatives
- A collegial approach that indicates potential for collaborative working
- Publication profile

Desirable:

- Project management skills (e.g. managing budgets, timelines, report writing)

Education and Experience:

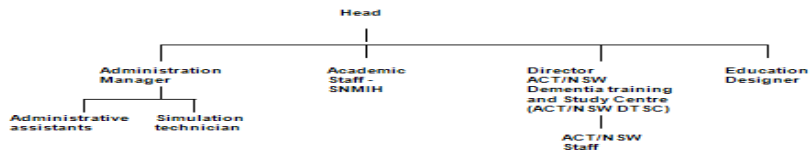
Essential:

- PhD
- Work experience in a related area (e.g. health, nursing, history in nursing, research)
- Experience in the conduct of literature reviews
- Demonstrated capacity and experience in developing and delivering high quality academic programmes
- Experience/interest in developing research/scholarly profile that matches the schools' research priority areas

Personal Attributes:

- Demonstrated ability to work with a range of health professionals towards a common goal
- Strong record in teamwork
- Time management and coordination skills
- Able to work in a busy and demanding environment
- Enthusiasm and advocacy and care for student learning
- High ethical and professional standards

Organisational Chart:



Approval:

Approval by Head of Unit: _____

Date: _____

Approved by Personnel: _____

Date:

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 mechanistically. 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.

POSITION CLASSIFICATION STANDARD - Teaching and Research

Level: C

Title: Senior 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 mechanistically. 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 C academic is expected to make significant contributions to the teaching effort of a department, school, faculty or other organisational unit or an interdisciplinary area. An academic at this level is also expected to play a major role in scholarship, research and/or professional activities.

Specific Duties

Specific duties required of a Level C academic may include

- The conduct of tutorials, practical classes, demonstrations, workshops, student field excursions, clinical sessions and studio sessions.
- Initiation and development of course material.
- Course co-ordination
- The preparation and delivery of lectures and seminars.
- Supervision of major honours or postgraduate research projects.
- Supervision of the program of study of honours students and of postgraduate students engaged in course work.
- The conduct of research.
- Significant role in major research projects, including, where appropriate, leadership of a research team.
- Involvement in professional activity.
- Consultation with students.
- Broad administrative functions.
- Marking and assessment.
- Attendance at departmental and/or faculty meetings and a major role in planning or committee work.

Skill Base

A Level C academic will normally have advanced qualifications and/or recognised significant experience in the relevant discipline area. A position at this level will normally require a doctoral qualification or equivalent accreditation and standing. In determining experience relative to qualifications, regard shall be had to teaching experience, experience in research, experience outside tertiary education, creative achievement, professional contributions and/or to technical achievement. In addition a position at this level will normally require a record of demonstrable scholarly and professional achievement in the relevant discipline area.