

## POSITION DESCRIPTION

### Academic Positions

*(In addition to the Position Classification Standards)*

Position Title: Senior Lecturer/Associate Professor - Nutritional Epidemiology

Level: C or D

Faculty: Science, Medicine and Health

School: Medicine and Health

Discipline: Nutrition and Dietetics

#### Primary Purpose of the Position:

The University of Wollongong is seeking to appoint a highly motivated individual with a strong professional profile and an outstanding track record in research and teaching in nutritional epidemiology for the Faculty of Science Medicine and Health. The primary purpose of the role is to provide leadership within the discipline of Nutrition and Dietetics, and specifically in the domain of Public Health Nutrition. This includes supporting clinical and professional placements in Public Health Nutrition, while building strength in the discipline for research, teaching and community engagement.

#### Position Environment:

The Discipline of Nutrition and Dietetics provides health professional education, alongside Medicine and Exercise Science, in the new School of Medicine and Health (starting 2014) located within the new Faculty of Science, Medicine and Health (established 2013). This structure follows extensive reshaping of the previous Faculty of Science, the Faculty of Health and Behavioural Sciences, and the Graduate School of Medicine. Programs within the new Faculty allow students to work toward and choose accredited courses in Medicine, Nutrition & Dietetics, or Exercise Science and Rehabilitation; from these courses students can move into higher degree research or stay with a more broadly based science education. To compliment these courses, the Faculty's dynamic research environment boasts cutting edge facilities staffed by internationally renowned researchers, with research ranging from molecular biology to clinical trials and population cohort studies. We actively encourage undergraduate students to become involved in research opportunities; upon completion of an undergraduate degree we encourage the pursuit of postgraduate research opportunities through Masters and Doctor of Philosophy programs.

The foundation of the Nutrition and Dietetics program is the 3 year BSc (Nutrition) which provides the pre-requisite science-based learning and early preparation in nutrition principles and methods for the Masters of Science (Nutrition and Dietetics) professional qualification. The 4yr Bachelor of Nutrition and Dietetics (BND) is an integrated fast-track course option; both the BND and MSc (Nutrition and Dietetics) courses are accredited by the Dietitians Association of Australia. Recent curriculum review has focused on building a clear and tangible Higher Degree Research pathway through Honours and PhD courses.

While the bulk of students are in the BSc (Nutrition), high performers may transfer to the BND pending available places. Public Health Nutrition is a core domain of practice in the professional program, alongside Individual Case Management, Food Service and Dietetic Management and Research. The

discipline of Nutrition and Dietetics has enjoyed a long standing track record in food based research, with the ARC Key Centre in Smart Foods (1999-2004), the National Centre of Excellence in Functional Foods (2003-2008) and now the Food and Health Strategic Research Initiative of the University which brings together the clinical trials capacity of the Smart Foods Centre with new initiatives in Public Health Nutrition, forming part of the network system of the Illawarra Health and Medical Research Institute. There has been a long standing research collaboration between the Nutrition and Dietetics program and its counterpart in the Illawarra and Shoalhaven Local Health District.

**Major Accountabilities/Responsibilities:**

As domain leader in Public Health Nutrition this position is professionally responsible for Public Health Nutrition within the Discipline of Nutrition and Dietetics, and is responsible to the Head of School for undertaking the following duties.

<b>Responsibilities</b>	
1.	<p><b>Strategic Leadership</b></p> <ul style="list-style-type: none"> <li>• Contribute to the vision and strategic objectives of the Discipline of Nutrition and Dietetics, and the School of Medicine and Health.</li> <li>• Foster interaction between academics, Public Health Nutrition placement supervisors and the Nutrition and Dietetics profession to provide a dynamic collaborative environment that will foster the School's strong research, teaching and community engagement programs.</li> <li>• Actively promote the Public Health Nutrition domain within the Nutrition and Dietetics discipline to enhance the research and teaching reputation of the School and the University locally, nationally and internationally, in order to establish mutually beneficial links and to attract relevant funding, staff and students.</li> <li>• Contribute to the development and implementation of medium and long term strategies for recruiting students to Public Health Nutrition streams (including research) within the Nutrition and Dietetics programs</li> </ul>
2.	<p><b>Staff Leadership</b></p> <ul style="list-style-type: none"> <li>• Provide effective professional mentoring for staff and the profession in the Nutrition and Dietetics discipline, and specifically within the Public Health Nutrition domain.</li> <li>• Assist the Discipline Leader in the strategic development of Public Health Nutrition within the School, including through curriculum development and research opportunities for early career researchers.</li> <li>• Participate in recruitment of staff as required in a fashion consistent with University selection procedures.</li> <li>• Assist in the resolution of problems in a timely manner and within the University policy guidelines.</li> </ul>
3.	<p><b>Teaching Leadership</b></p> <ul style="list-style-type: none"> <li>• Ensure effective coordination of the Public Health Nutrition domain within the Nutrition and Dietetics teaching programs, including the maintenance of quality improvement systems and processes in conjunction with the School and SMAH Faculty.</li> <li>• Make recommendations on curriculum development relating to the Public Health Nutrition in the Nutrition and Dietetics programs, with consideration for resourcing implications</li> <li>• Contribute to the teaching of Public Health Nutrition within the program and provide expertise in this domain.</li> <li>• Foster interactions at the teaching, research and community engagement levels within Nutrition and Dietetics, and contribute to the development of a strong teaching-research-community engagement nexus to ensure the program remains relevant to the needs of researchers,</li> </ul>

	<p>industry and the community.</p> <ul style="list-style-type: none"> <li>Assist the Discipline Leader in coordinating the liaison with the Dietitians Association of Australia to gain and maintain accreditation of the Nutrition and Dietetics courses.</li> </ul>
4.	<p><b>Research and Scholarship Leadership</b></p> <ul style="list-style-type: none"> <li>Contribute research expertise in the development and submission of applications for research funding, particularly in nutritional epidemiology</li> <li>Develop and supervise appropriate systems, processes and protocols associated with the conduct of quality research projects in nutritional epidemiology.</li> <li>Liaise with and support the Director of the Strategic Research Initiatives in Food and Health</li> <li>Work to ensure the appropriate preparation and selection of research students in Nutrition and Dietetics, and contribute to the provision of quality research supervision of HDR students.</li> <li>Contribute to the review of HDR student proposals in Nutrition and Dietetics, and to Honours and thesis examinations.</li> <li>Assist with monitoring and reporting on the research output in the Food and Health Strategic Research Initiative.</li> </ul>
5.	<p><b>Financial Matters</b></p> <ul style="list-style-type: none"> <li>Assist the Discipline leader in making budgetary proposals as required.</li> <li>Advise the Discipline leader on infrastructure and resources to enable the conduct of quality teaching and research in Public Health Nutrition.</li> <li>Manage research, consultancy and funded teaching project budgets in accordance with University policies and procedures</li> </ul>
6.	<p><b>Occupational Health &amp; Safety (OH&amp;S)</b></p> <ul style="list-style-type: none"> <li>Assist the Head of School in ensuring the maintenance of a safe working environment for all staff, students and visitors to the School of Medicine and Health.</li> <li>Be aware of OH&amp;S responsibilities, attend relevant health and safety training, including OH&amp;S induction training, and assist the Head of School in ensuring that staff and students are provided with the necessary instruction, training, information and supervision to enable work to be carried out safely.</li> </ul>
7.	<p><b>Equal Employment Opportunity (EEO)</b></p> <ul style="list-style-type: none"> <li>Ensure all actions undertaken within the Nutrition and Dietetics 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 Nutrition and Dietetics programs.</li> <li>Contribute to the prevention of discrimination or harassment within the School of Medicine and Health.</li> <li>Utilise the University's grievance procedures as appropriate and treat all grievances seriously using a fair approach to all parties.</li> </ul>
8.	<p><b>Committee/Reporting Responsibilities</b></p> <ul style="list-style-type: none"> <li>Report on activities of the Nutrition and Dietetics programs to the Head of School.</li> <li>Ensure the effective coordination of, and chair meetings of, the Nutrition and Dietetics programs to manage the curriculum, and undertake accreditation requirements.</li> <li>Participate in meetings of the Food and Health Strategic Research Initiative.</li> </ul>
9.	<p><b>Other</b></p> <ul style="list-style-type: none"> <li>Carry out any other functions or responsibilities as may be assigned from time to time by the Head of School;</li> </ul>

- Exercise delegations of a Course co-ordinator in accordance with official University Policy.

### 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, School of Medicine and Health
The position supervises the following positions:	Nil
Other Key Contacts:	Discipline leader, Nutrition and Dietetics Director, Food and Health SRI Manager, School of Health Sciences Academic teaching staff in the Nutrition and Dietetics programs Placement supervisors in Public Health Nutrition

### Key Challenges:

1. Ensuring a strong and productive Public Health Nutrition domain within the Nutrition and Dietetics discipline in the context of organisational change and diverse needs of staff and students .
2. Contributing productively to the push/pull pressures on the curriculum from the various domains of learning inherent in the Nutrition and Dietetics programs, and with opportunities for higher research degrees.
3. Supporting Nutrition and Dietetics Placement Co-ordinators to ensure appropriate practical learning in Public Health Nutrition while enabling a nexus with research.
4. Balancing the time demands associated with leading the Public Health Nutrition professional domain in the Nutrition and Dietetics course, while maintaining a productive research program.

### Knowledge & Skills:

Essential:

- Extensive experience in teaching, research and practice in Nutrition and Dietetics (Public Health Nutrition domain)
- Demonstrated commitment to the development of the profession of Nutrition and Dietetics
- Demonstrated knowledge of DAA accreditation requirements and ability to work effectively at a high level across organisations

## **Education & Experience:**

### Essential:

- PhD or appropriate equivalent academic qualifications in Nutrition and Dietetics, and Accredited Practising Dietitian status.
- Significant expertise in nutritional epidemiology to provide leadership in this curriculum area.
- Demonstrated management skills including resource management, and the ability to effectively manage areas and assume leadership roles within teams.
- Demonstrated experience in quality teaching at a tertiary level, including curriculum development skills and experience.
- Strong research track record, including research publications in high quality peer-reviewed international journals and participation in successful research grant applications, particularly from national competitive funding bodies (e.g. NHMRC and ARC) and government agencies.
- Experience in supervision of Higher Degree Research students, including PhD students.
- Evidence of experience in significant roles related to the Nutrition and Dietetics profession.
- Demonstrated experience in establishing community engagement and partnership initiatives, particularly in public health nutrition domains.

## **Personal Attributes:**

### Essential:

- Outstanding interpersonal skills including a demonstrated ability to consult, negotiate and interact with various groups, in particular public health and professional groups.
- Excellent oral and written communication skills, including the ability to work effectively in a team.

## 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.

## POSITION CLASSIFICATION STANDARD - Teaching and Research

Level: D

Title: Associate Professor

### 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 D academic is expected to make a significant contribution to all activities of the organisational unit or interdisciplinary area and play a significant role within their profession or discipline. Academics at this level may be appointed in recognition of distinction in their disciplinary area.

### Specific Duties

Specific duties required of a level D academic may include

- The conduct of tutorials, practical classes, demonstrations, workshops, student field excursions, clinical sessions and studio sessions .
- The development of and responsibility for curriculum/programmers of study.
- 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, including, where appropriate, leadership of a major research team.
- Significant contribution to the profession, and/or discipline.
- High level administrative functions.
- Consultation with students.
- Marking and assessment.
- Attendance at departmental and faculty meetings.

### Skill Base

A Level D academic will normally have the same skill base as a Level C academic. In addition there is a requirement for academic excellence which may be evidenced by an outstanding contribution to teaching and/or research and/or the profession.