

POSITION DESCRIPTION

Academic Positions

(In addition to the Position Classification Standards)

Position Title: Lecturer Level: B
Faculty/Division: Learning Teaching & Curriculum (LTC) Department/Location: Building 39C

Primary Purpose of the Position:

To provide professional and career development services and programs to academic staff that will further their capacity to enhance the quality of teaching, curriculum and/or the student learning experience.

Position Environment:

Learning, Teaching & Curriculum (LTC) works collaboratively with the broader DVC (E) portfolio and university community to achieve its mission of enhancing university wide education practice. This position will contribute to core Learning and Teaching (L&T) professional development, curriculum development, work closely with a cross unit faculty team targeting curriculum transformation, engage in L&T research, and enhance the implementation of a key strategy for sessional staff or inclusive curricula.

Major Accountabilities/Responsibilities:

Responsibilities	Outcome	Office Use Only
1. Work strategically at faculty and/or university level in a LTC team to: <ul style="list-style-type: none"> Identify the needs of faculty staff with the faculty Associate Dean (Education) (AD(E)) Design and/or deliver workshops appropriate to faculty needs on curriculum transformation, inclusive teaching, support for teaching teams and/or induction Identify opportunities for faculty staff to engage with award, grant and publishing opportunities Represent LTC on relevant working parties or committees 	Workshops, resources and consultations are customised for the assigned faculty, lead to improved teaching practice, curriculum transformation and impact positively on student learning outcomes.	
2. Work with a Continuing Professional Development (CPD) team to contribute to: <ul style="list-style-type: none"> Ongoing refinement of the University Learning and Teaching (ULT) program Implementation of a Graduate Certificate in L&T in HE Enrichment opportunities for Professional Learning The CPD program is designed to accommodate the diverse needs of staff (including sessional and transnational).	CPD program meets the needs of diverse staff in academic roles that include teaching.	
3. Work on a specific L&T project (for example inclusion, sessional staff, transnational education) to develop and refine resources, strategies and workshop program	The collection of resources, strategies and workshops are applied across all faculties and embedded where possible within student or staff programs.	

4.	Collaborate on research on learning and teaching in higher education, through L&T grants, evaluations and/or publications	Publications or peer reviewed report s; grant submission and practice sharing beyond LTC /UOW.	
5.	Perform the duties of an accredited peer reviewer	Engagement of colleagues in conversation, reflection and refinement of L&T practice; generation of evidence of practice from a peer.	
6.	Evaluate and report on specified aspects of academic development work at the completion of each semester	Quality assurance of the effectiveness of work.	
7.	Observe principles and practices of Equal Employment Opportunity	To ensure fair treatment in the workplace.	
8.	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:	Team Leader, Academic Development
The position supervises the following positions:	N/A
Other Key Contacts:	Director, Learning Teaching & Curriculum
	AD (E) for assigned faculty

Key Relationships:

Contact/Organisation	Purpose & Frequency of contact
Assigned Faculty Team	Participation in customised faculty consultation for curriculum transformation. Meeting schedule to be determined by the team leader.
CPD Team	Participation in ULT/Grad Cert planning, design, delivery and review meetings to develop a team-based approach to provision of CPD.
Academic Development Team	Peer support and coaching to engage effectively with the large and diverse LTC team.
Research Team	Collaborative research endeavours that promote completion of research tasks and foster professional exchange of expertise.
LTC portfolio	Periodic meetings of the division to foster practice sharing and teamwork.

Key Challenges:

1. Working across multiple teams to shape work according to faculty and institutional strategic priorities
2. Time management and careful planning to deal flexibly with competing priorities
3. Maintaining specialist knowledge to inform increasingly diverse needs of staff across multiple locations
4. Engagement of faculty staff in furthering learning and teaching objectives of UOW through passion and enthusiasm for learning

Knowledge & Skills:

Essential:

- Demonstrated knowledge of teaching, learning and assessment at tertiary level that integrates effective use of learning technologies
- Demonstrated capacity to develop high quality teaching and learning resources in a wide range of formats
- Demonstrated high level communication and interpersonal skills, to meet individual and group needs in a range of settings
- Demonstrated capacity to reflect on practice in the light of feedback, and respond to the feedback
- Demonstrated knowledge of inclusive teaching strategies, transnational teaching, OR programs to meet the needs of sessional staff within teaching teams

Education & Experience:

Essential:

- Undergraduate or postgraduate degree in an area relevant to Learning and Teaching in Higher Education
- Extensive experience developing, conducting and evaluating staff development programs which are designed to improve tertiary-level teaching and learning
- Experience initiating, managing and disseminating research (individually or in a team)

Desirable:

- Completion or near completion of an ED.D or PhD

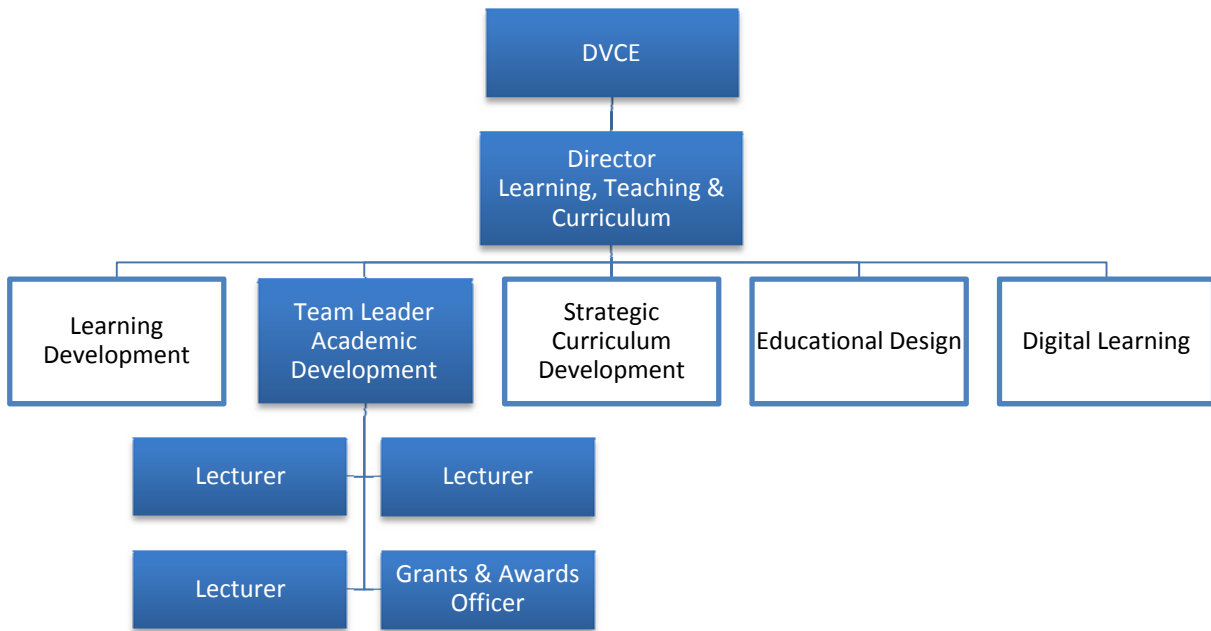
Personal Attributes:

- Ability to work as part of a team, and exercise independence
- Ability to multi-task and work under pressure
- Commitment to see tasks through to completion within deadlines
- Commitment to achieving division goals and objectives
- Proactive approach.

Special Job Requirements:

N/A

Organisational Chart:



Approval:

Approved by Head of Unit: _____

Date: _____

Approved by Human Resources: _____

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.