

POSITION DESCRIPTION

Academic Positions

Position Title: Lecturer Level: B
Faculty/Division: Business Department/Location: School of Accounting, Economics and Finance

Primary Purpose of the Position:

This position is required to teach undergraduate and postgraduate subjects, supervise graduate students, pursue an active research program, and contribute to minor professional and academic governance tasks.

Position Environment:

Economics is a major contributor to the Bachelor of Commerce, offering two of the compulsory first year subjects as well as numerous major / minor specialisations within this degree. As of 2012, we also offer a Bachelor of Economics and Finance. The School has a significant Honours and Postgraduate research program and has established research strengths in human and social capital, small and medium enterprises, health, trade, growth and development. This position is expected to contribute to developing research outputs in at least one of these areas. In addition, the position will also require an ability to teach in the area of macroeconomics and time series econometrics.

Major Accountabilities/Responsibilities:

Responsibilities		Outcome	Office Use Only
1.	Conduct of lectures and tutorials	Enhanced learning outcomes	
2.	Development of subject materials and teaching initiatives	Enhanced learning outcomes	
3.	Subject coordination including supervision of casual academic teaching employees	Efficient delivery of subjects	
4.	Research	Publications and collaborations	
5.	Supervision of honours and postgraduate research students	Efficient completion of research students and quality research training	
6.	Professional activity	Increase reputation of discipline	
7.	Specific administrative and governance tasks	Efficient delivery of task outcomes	
8.	Student consultation	Enhanced learning outcomes	
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 OHS Roles and Responsibilities Document	To ensure a safe working environment for self & others.	

Reporting Relationships:

Position Reports to:	Head of School, Accounting Economics and Finance
The position supervises the following positions:	Relevant Associate Lecturers and casual tutors
Other Key Contacts:	Executive Dean of Business

Key Relationships:

Contact/Organisation:

School Manager
School administrative assistants
School committees and working groups
Associate Lecturers and casual tutors
Faculty Committees and meetings

Purpose & Frequency of contact

Timetabling and other organisational matters, periodic
Administrative and student matters, periodic
Development of policies and practices, periodic
Subject coordination, regular
Enhancement of administrative outcomes, periodic

Key Challenges:

1. Presenting material appropriate to students from diverse backgrounds, interest and commitment to the effective teaching of allocated subjects.
2. Keeping teaching material up to date and relevant to students.
3. Production of research outcomes
4. Performing efficiently/effectively designated governance roles

Knowledge & Skills:

Essential:

- Sound knowledge of tertiary teaching practices, requirements and policies relevant to UOW.
- Capacity to deal with students and staff from a variety of ethnic and educational backgrounds.
- Ability to undertake scholarly research programs and publications.
- Ability to communicate effectively and collegially with students and staff.

Education & Experience:

Essential:

- Ph.D. in economics, or within six months of completion with relevant published research outputs.
- Achievement of publishable research outcomes.
- Demonstrated teaching ability in Economics.

Desirable:

- Research experience in areas of the School's research strengths.
- Teaching experience in areas of the School's teaching needs.

Personal Attributes:

- Capacity to organise complex tasks and time management.
- Capacity to work under pressure and meet deadlines.
- Willingness to collaborate and work in a team environment in teaching and research activities.

Special Job Requirements:

Occasional need to travel to satellite campuses on South coast, Southern Highlands and Sydney.

Organisational Chart:

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.