

POSITION DESCRIPTION

Academic Positions

(In addition to the Position Classification Standards)

Position Title: Master of Science Lecturer Level: B
Faculty/Division: Science, Medicine & Health Department/Location: International Office

Primary Purpose of the Position:

This academic position will be responsible for the development, delivery (traditional based delivery and online via eLearning) and coordination of academic material for the 24cp (4 x 6cp) subjects of academic preparation for the restructured 72cp MSc course. In addition, the candidate may be asked to be involved with delivery of international subjects in the International Bachelor of Science degree program. Also the candidate will be involved in research in an area compatible with the research strengths of the University of Wollongong (UOW).

Position Environment:

The MSc degree (with a range of majors) is offered by the three Schools of Biological Sciences, Chemistry and Earth and Environmental Sciences predominantly to international students. All Students (unless exempt) undertake a common 24cp of academic preparation in areas of science communication (SCIE911: Fundamentals of Communicating the Sciences), data preparation and IT skills (SCIE913: Fundamentals of Science Data and IT), laboratory and field skills (SCIE912: Fundamentals of Science Laboratories) and a general science subject encompassing the current scientific issues in four major disciplines of science (Chemistry, Biology, Physics and GeoScience) (SCIE914: Current Questions in Science). This position will coordinate, develop and deliver (where necessary) the 4 x 6cp subjects SCIE911-914. It is also expected that his person would contribute to Faculty governance, be involved in the International Bachelor of Science degree program and be involved in research in an area compatible with the research strengths of UOW.

Major Accountabilities/Responsibilities:

Responsibilities		Outcome	Office Use Only
1.	Develop material for the academic preparation subjects SCIE911, 912, 913, & 914 and other SCIE subjects as required.	Good material for student learning developed in accordance with UOW graduate qualities	
2.	Liaise with academic units in Science, Medicine and Health, Learning Development and other staff to formulate and revise content	Good material and relevant case studies for subjects and student learning aims met	
3.	Coordinate and review subjects SCIE911, 912, 913 & 914, and other SCIE subjects as required	Subjects run smoothly and ensure that UOW graduate qualities are met	
4.	Mentor and advise MSc students in regards to academic content and progression	Students in the courses are well informed about subject materials including lectures, tutorials and	

		assignment/quizzes	
5.	(Co-) supervise honours and higher degree students	An effective learning environment for students	
6.	Carry out research in an area of research strength within the School of Biological Sciences and/or other academic units as required	Foster quality research	
7.	Participate in Faculty of Science, Medicine and Health committees and meetings	Good academic governance	
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:	Associate Professor Marc in het Panhuis, Associate Dean (International), Faculty of Science, Medicine and Health
The position supervises the following positions:	Nil
Other Key Contacts:	Professor Mark Dowton (Head of School) Associate Professor Stephen Wilson (Head of School) Professor Colin Murray-Wallace (Head of School)

Key Relationships:

Contact/Organisation:

Faculty of Science, Medicine and Health
Associate Professor Marc in het Panhuis, Associate Dean (International)

Purpose & Frequency of contact

Content/coordination advice as needed

School of Biological Sciences
Professor Mark Downton (Head of School)

Student matters related to School of Biological Sciences
as needed

School of Chemistry
Associate Professor Stephen Wilson (Head of School)

Student matters related to School of Chemistry as needed

School of Earth & Environmental Science
Professor Colin Murray-Wallace (Head of School)

Student matters related to School of Earth &
Environmental Science students as needed

Key Challenges:

1. Development of content that is appropriate to learning needs of students with diverse academic and cultural/language backgrounds
2. Handling a mixed student group background with diverse cultural and language needs
3. Sustained liaison with academic and technical staff from the three Schools within the Faculty of Science, Medicine and Health in the development of subject material and in student matters related to subject coordination
4. Combining teaching and research

Knowledge & Skills:

Essential:

- Science communication, scientific data analysis and management and scientific laboratory and field skills to a Bachelors level

Education & Experience:

Essential:

- PhD in experimental based scientific field
- Good written and oral communication skills
- Tertiary teaching and coordination level experience

Desirable:

- Tertiary teaching of general science, science communication and basic statistics
- Teaching students from culturally and linguistically diverse backgrounds
- Demonstrated capacity to supervise research students

Personal Attributes:

- Good interpersonal and organisational skills;
- Ability to work to deadlines under general supervision;
- Ability to work and empathise with students from culturally diverse backgrounds and cultures

Special Job Requirements:

Nil

Organisational Chart:

Please attach an up to date organisational chart to this position description.

Associate Dean (International) – This position – Au MSc coordinators – AU post-graduate tutors

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.