

## POSITION DESCRIPTION

### Academic Positions

*(In addition to the Position Classification Standards)*

Position Title:	Lecturer/Senior Lecturer	Level:	B/C
Faculty/Division:	Social Sciences	Department:	School of Health and Society

#### Primary Purpose of the Position:

This position contributes to teaching, community engagement, research and research training in the Faculty of Social Sciences through the School of Health and Society.

The position will have specific responsibility for the administration and coordination of the Bachelor of Social Science in the first round of course implementation 2015 to 2019. This degree is a program that has common interdisciplinary foundation subjects, majors in a range of disciplines, and the opportunity for minor studies in any field. The position will require subject coordination and teaching in at least one of the large cohort undergraduate interdisciplinary foundation subjects, and there will be opportunities for subject coordination and teaching in subjects within one or more of the social science undergraduate majors or postgraduate specialisations.

Teaching responsibilities require scholarly approaches to content development, innovative and evidence-based delivery and student-centred skill development. Curriculum development, implementation and evaluation will require evidence-based approaches to pedagogy and methods (including flexible delivery, e-learning, and inclusive practice).

The position will be expected to contribute to the research profile of social sciences at the University of Wollongong through the facilitation and conduct of independent and collaborative research; seeking and obtaining external funding; dissemination of research findings and supervision of honours and higher degree research students.

The position will be required to effectively engage with individuals and networks in the community to build and enhance the teaching and research profile of social sciences at the University of Wollongong.

#### Position Environment:

Commencing 2015, social science undergraduate, postgraduate coursework and research programs will be taught across the Faculty of Social Science through the School of Health and Society, a multidisciplinary teaching and research academic unit. These social science programs will be enriched with subjects offered from within the School of Health and Society, from academic units within the faculty including the School of Psychology, School of Education and Department of Geography and Sustainable Communities, and from academic units outside the faculty including the Faculty of Law, Humanities and the Arts.

Within the School of Health & Society, the Bachelor of Social Science will complement existing undergraduate and postgraduate programs in public and population health, public health nutrition and workplace health and safety. From 2015 a Social Work program will also be offered through the School of Health and Society that articulates with the Bachelor of Social Sciences with embedded years one and two.

Cross-disciplinary and collaborative research is encouraged in the School of Health and Society. Research training is provided at Honours, Masters, Public Health Doctorate and PhD Levels, and there is an active research culture evidenced in the number of research groups that include contributions from post-doctoral visiting fellows and full time researchers.

## Major Accountabilities/Responsibilities:

Responsibilities		Outcomes	Office Use Only
1.	Through evidence based scholarship and up to date professional expertise you will have a leading role in the development, implementation and evaluation of innovative curricula in the social sciences that meet university, and relevant disciplinary and/or professional competency standards;	<p>As directed by the Head of School and in collaboration with the Associate Dean Education (Project Leader for the Faculty of Social Science "Bachelor of Social Science Curriculum Development and Implementation Project"):-</p> <p>Take a leading role in course coordination and academic administration for the undergraduate social science program including interdisciplinary common core components with a special focus on first year;</p> <p>Implement course and subject quality assurance processes and prepare documents for university and professional association reviews</p> <p>Collaborate in curriculum development and approval processes, implementation processes and curriculum review;</p> <p>Contribute to design of common and core subjects and preparation of course/ majors/ subject approval documentation;</p> <p>Co-ordinate interdisciplinary common subjects and perform related academic administration;</p> <p>Co-ordinate discipline or majors specific subjects and perform related academic administration for subjects or majors;</p>	
2.	Contribute to high quality teaching and scholarship	<p>Prepare and deliver subject material for lectures, practicals, workshops, workplace learning, projects and seminars;</p> <p>Conduct subject reviews &amp; prepare related course approval applications for subject changes;</p> <p>Mark subject assessments;</p> <p>Ensure subjects have up to date content and pedagogical approaches;</p> <p>Advise on course content in areas of expertise; and</p> <p>Perform other roles consistent with the University of Wollongong Code of Practice- Teaching &amp; Learning.</p>	
3.	Facilitate and conduct independent and collaborative research projects with academic colleagues, community and industry partners	<p>Conduct and disseminate independent and collaborative empirical, applied and scholarly research to ensure an up to date, evidence-based and informed approach to curriculum and pedagogy in undergraduate social sciences</p> <p>Conduct independent and collaborative research with students, academic colleagues, community and industry partners in your area of social science expertise;</p> <p>Seek and obtain external funding to support research/ evaluation and/or community engagement activities with scholarly</p>	

		outcomes; and Disseminate research and enhance the research reputation of Social Sciences at the University of Wollongong	
4.	Provide leadership in community engagement activities	Obtain funding and develop networks for engagement projects that benefit the teaching and research reputation of the university	
5.	Supervise higher degree research (HDR) students and enable timely completion	Recruit HDR students;  Act as primary or co-supervisor in areas of expertise for HDR and Honours students;  Contribute to the HDR student development program in social sciences through active engagement in feedback, assessment, seminar attendance and presentation; and  Implement University policy and procedures regarding HDR students and completion requirements.	
6.	Promote awareness of social science courses and higher degree research opportunities to prospective students, industry, the community including school outreach, government and non-government organisations	Participation in relevant professional bodies and events;  As directed by the Head of School and in consultation with academic colleagues, participation in university community and professional engagement activities including marketing events; and  Maintain up-to-date industry/ professional/ community knowledge through scholarship, professional networks and community links.	
7.	Provide student-centred academic advice that ensures consistent and equitable implementation of University policies and School procedures	Maintain familiarity with up to date academic administration policies relevant to the student experience;  Implement University policy, programs, School procedures and support strategies for all students and in particular at-risk students;  Provide regular and responsive student academic advice through consultation and written advice; and  Advise the discipline leader and/or Head of School on student and course matters.	
8.	Engage in academic governance through subject and course administration, committees and project roles.	As directed by the Head of School, engage in committees, and in roles within and outside social sciences that help assure and promote quality in academic and research activities and student outcomes in the School and Faculty.	
9.	Observe principles and practices of Equal Employment Opportunity	Ensure fair treatment in the workplace Complete EEO on-line and observe all university policies relating to EEO	
10.	Have OH&S responsibilities, accountabilities and authorities as outlined in the <a href="#">OHS Roles and Responsibilities Document</a>	Ensure a safe working environment for self & others. Observe all university policies relating to OHS	

## 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 Health and Society
The position supervises the following positions:	n/a
Other Key Contacts:	Associate Dean Education, Project Leader for the Faculty of Social Science "Bachelor of Social Science Curriculum Development and Implementation Project" Faculty Director Academic Programs Bachelor of Social Science Majors advisors across the Faculty of Social Sciences Discipline leaders within Schools Course Coordinators of social science programs Other heads of School within the Faculty of Social Science Faculty Executive Manager Faculty Management Accountant

## Key Relationships:

Contact/Organisation:  
School of Health and Society

Purpose & Frequency of contact  
Member

## Key Challenges:

- 1 The successful coordination and administration of the initial Bachelor of Social Science cohorts (intakes of 2015, 2016 and 2017)
- 2 Course administration & teaching multiple subjects across undergraduate and postgraduate courses
- 3 Mentoring and supporting students from a wide variety of backgrounds
- 4 Maintaining professional and sector relevance and up to date networks and understanding of the evidence base of subjects
- 5 Provide academic leadership in curriculum relevant research and engaged scholarship consistent with the University regional focus and goal for international esteem
- 6 Maintaining quality, innovation and flexibility in educational approaches
- 7 Engaging in productive research relevant to industry/community and to course implementation
- 8 Working effectively and efficiently with professional, academic and industry colleagues.

## SELECTION CRITERIA - Knowledge & Skills:

### Essential:

- Deep knowledge of contemporary pedagogical approaches to social science education
- Sound understanding of disciplinary principles within a field of social sciences, application of social sciences scholarship to key global challenges, national and regional priorities and a capacity to develop teaching and work-based learning and research into these areas
- Strong background in quantitative or qualitative methodologies evident through : relevant qualifications and/or strong teaching background in this area and/or record of publications or presentations demonstrating expertise and proficiency
- Established professional networks in the social sciences and research or policy community
- A research focus in social sciences that will complement and actively contribute to the social science profile of the School and Faculty (e.g. Social policy, culture and society, criminology, social marketing, public health nutrition, population health, pedagogy of public health in the university context, human geography, sustainable communities, developmental psychology, early childhood education and policy)

## SELECTION CRITERIA - Education & Experience:

### Essential

- PhD or equivalent mix of postgraduate qualifications and experience in a relevant discipline
- Demonstrated capacity for innovative and high quality teaching
- Demonstrated capacity for complex academic administration and team work
- A record of effective subject and/or course implementation or equivalent
- Extensive experience teaching in a tertiary or professional education environment
- Productive research record with upwards trajectory

### Desirable

- Experience in research student supervision
- Track record of funding for research

## Personal Attributes:

- Excellent professional communication skills
- Excellent organisational skills particularly relating to project management/ academic (or other) administration
- Ability to work without close supervision, independently and as part of teams, and meet deadlines
- Motivated to develop own and others' teaching, curriculum and program evaluation skills and disseminate findings
- Attention to detail and willingness to engage in academic administration, student advising and case management as a priority of the role

## Approval:

Recommended by Head of School: \_\_\_\_\_

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.

## 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.