

GRADUATE SCHOOL OF MEDICINE
ACADEMIC POSITION DESCRIPTION #47
(In addition to the Position Classification Standards)

Position Title: **Senior lecturer/ Associate Professor Medical Sciences**
Level: **Level C/D**
Load: **1.0 FTE**
Duration/Type: **Continuing Appointment**
Faculty: **Faculty of Science, Medicine & Health**
Division: **Graduate School of Medicine (GSM)**
Location: **Wollongong Campus**

Primary Purpose of the Position:

This position has a key development and leadership role in the School. The appointee will play an integral part in the School's senior leadership team and will have significant involvement in curriculum and management. The position also involves a variety of curriculum development, teaching, remedial and assessment activities associated with the medical sciences component of the 4-year GSM curriculum.

Position Environment:

The Graduate School of Medicine (GSM) is committed to quality outcomes delivered via a sustainable model where development and innovation are key elements of all that we do. As a new school, the GSM offers a supportive environment in which teamwork underpins the development and delivery of the new MBBS degree. The GSM aims to graduate excellent medical practitioners with a commitment to patient-centred, evidence-based, reflective and cost-effective medical practice, who have the capacity and desire to contribute to the enhancement of health care for persons in all geographic settings, but particularly in regional, rural and remote communities. The medical curriculum covers a diversity of content, encompassing biological and social sciences, clinical medicine, law, ethics, research and critical analysis, and personal and professional development. This provides a variety of opportunities for involvement in curriculum delivery for teaching staff working alone and in interdisciplinary teams. The GSM operates primarily on two campuses, located in Wollongong and Shoalhaven, as well as in numerous rural sites throughout NSW. Curriculum is delivered equitably in an integrated fashion to this geographically distributed environment.

Major Responsibilities & Outcomes:

Responsibilities	Outcome	Office Use Only
Play a major role in the ongoing development of the 4-year curriculum of the MBBS degree. Contribute to the ongoing development and revision of curriculum materials to ensure the basic sciences are appropriately integrated throughout the curriculum. Deliver learning activities including lectures, tutorials and on-line activities across all four phases of the curriculum on basic and medical sciences principles/topics.	To ensure the MBBS delivers an efficient and effective curriculum that is consistent with the GSM's stated objectives. To ensure the basic and medical sciences are appropriately integrated into the MBBS curriculum, and that the curriculum is delivered in an efficient and effective manner to ensure the GSM's stated objectives are achieved.	

Provide remedial activities where medical sciences principles/topics are identified as being particularly problematic for the MBBS students.	To ensure that students have opportunities to engage in remedial activities to help them overcome learning difficulties.	
Contribute to the development of formative and summative assessment instruments/activities, and their subsequent marking and grading.	To ensure that assessment activities reflect the curriculum and its associated learning outcomes, and that the basic and medical sciences are appropriately and fairly represented in the assessment activities.	
Participate as a member of GSM Curriculum Committee and the Assessment Committee. Represent the GSM on University, State, National and International Committees as requested by the Dean. Represent the GSM at State, National and International Conferences/Meetings as requested by the Dean.	To provide leadership in the development and ongoing refinement of the curriculum. To contribute to the decision making processes related to curriculum and assessment issues. Ensure that the GSM is represented in a professional and appropriate manner and that the interests of the GSM are considered in decision making processes.	
Contribute to the research and scholarly profile of the GSM by becoming an active member of research group within the GSM, the Faculty of Science Medicine and Health, or any other University Faculty.	To contribute to the research profile of the GSM, SMAH and the University.	
Observe principles and practices of Equal Employment Opportunity.	To ensure fair treatment in the workplace.	
Have WH&S responsibilities, accountabilities and authorities as outlined in the OHS Roles and 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 Dean: Learning & Teaching
Other Key Contacts:	Academic Leader: Case-Based Learning Academic Leader: Research and Critical Analysis Curriculum Theme Leaders, Phase Committee Chairs, Curriculum Manager. Administrative Staff: Learning & Teaching Group Academic Leader: Medical Sciences

Key Relationships:**Contact/Organisation:**

Associate Dean: Learning & Teaching
Academic Staff of the Medical Sciences Team
Academic Leaders: Learning & Teaching
Phase Committee Chairs
Academic Staff of the GSM
Curriculum Manager
Administration Staff: Learning & Teaching

Frequency of contact:

As Required
Regular
Regular
As Required
As Required
As Required
As Required

Key Challenges:

1. To ensure that modern medical sciences are appropriately integrated into the 4-year GSM MBBS curriculum.
2. To ensure the curriculum support materials address the medical science knowledge, skills and behaviour that students are required to master, and are appropriate to a rural environment.
3. To ensure the assessment activities have an appropriate emphasis and methods to assess the medical sciences learning outcomes of the MBBS curriculum.
4. To ensure the MBBS curriculum is delivered in a manner that is consistent with its stated objectives.
5. To foster the development of a programme of medical educational research activities

Selection Criteria: Knowledge & Skills**– Senior Lecturer****Essential:**

- Demonstrated expertise in at least one of the following areas; cell biology; biochemistry; genetics; microbiology/immunology, neurosciences; pathology and physiology.
- Demonstrated skills as a lecturer, small group facilitator, and/or individual tutor within a university or medical school environment.
- Demonstration of successful teamwork that fosters a collegial approach.
- Strong interpersonal skills and well developed written communication skills.

Desirable:

- Demonstrated expertise in more than one of the science areas listed above.
- The ability to motivate staff and students.

Selection Criteria: Knowledge & Skills – Associate Professor

As above plus:

- Demonstrated leadership skills within an academic, research or similar unit.
- Well-developed research skills in an appropriate area

Selection Criteria: Education & Experience – Senior Lecturer

Essential:

- PhD or equivalent.
- Postgraduate degree qualifications or equivalent experience in at least one of the following areas: anatomy; cell biology; biochemistry; genetics; microbiology/immunology, neurosciences; pathology; pharmacology and physiology.
- Experience delivering lectures and/or facilitating small groups within a university or medical school environment.

Selection Criteria: Education & Experience –Associate Professor

As above plus:

- Experience in a leadership position within an academic, research or similar unit.
- Established high quality research output

Personal Attributes

Essential:

- Demonstrated understanding of and enthusiasm for the mission and the curriculum of the GSM.

Special Job Requirements:

The occupant of this position will be required to complete an annual Performance Enhancement and Career Development Record with biannual reviews together with the Associate Dean: Learning & Teaching.

The appointee may be required to travel to confer with other GSM staff or attend meetings at other GSM locations.

Organizational Chart: #47

Available on request.

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.