

1.	Use up to date professional expertise and research based evidence to work with senior academic staff in the development, implementation and evaluation of innovative WHS curricula that meet TEQSA and relevant professional competency standards.	As directed by the Head of School: - collaborative role in subject coordination; Co-ordinate subjects and perform related academic administration; Prepare and deliver subject material for lectures, practicals, workshops, workplace learning, projects and seminars; Conduct subject reviews & prepare related course approval applications for subject changes; Mark subject assignments; Ensure subjects have up to date content and pedagogical approaches; Advise on course content in areas of expertise; Perform other roles consistent with the University of Wollongong Code of Practice- Teaching & Learning. Development of subject content and delivery of : <ul style="list-style-type: none"> • People at Work • Work Injury Management • Ergonomics 	
2.	Conduct collaborative research projects with academic colleagues, community and industry partners;	Collaborate on research projects in areas of expertise and areas of strength in the public health discipline at the University of Wollongong;	
3.	Ensure an up to date, evidence-based and informed approach to curriculum and pedagogy	Develop research capacity and productivity through continued professional development; Disseminate research and enhance the research reputation of WHS at the University of Wollongong.	
4.	Promote awareness of the program and higher degree research opportunities to prospective students, industry, accrediting body, the community, government and non- government organisations; liaise with stakeholders to assure and improve course and higher degree research quality.	Participation in relevant professional and public health sector bodies and events; As directed by the Head of School and in consultation with public health colleagues, participation in university community and professional engagement activities; Maintain up-to-date industry/ professional/ community knowledge through scholarship, Professional networks and community links.	

5	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; Advise the discipline leader and/or Head of School on student and course matters.	
6.	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 public health that help assure and promote quality in academic and research activities and student outcomes in the School and Faculty.	
7.	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	
8.	Have OH&S responsibilities, accountabilities and authorities as outlined in the OHS Roles and Responsibilities Document.	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
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The position supervises the following positions:	n/a
Other Key Contacts:	Discipline leader, Work Health & Safety Course Coordinators of related Public Health and other discipline programs

Key Relationships

School of Health and Society:	member
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Key Challenges

1. Development of subject content and delivery
2. Teaching 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. Maintaining quality, innovation and flexibility in educational approaches
6. Engaging in productive research relevant to industry/community and to course implementation
7. Working effectively and efficiently with professional, academic and industry colleagues.

SELECTION CRITERIA – Knowledge and Skills

Essential:

- 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.
- Understanding of WHS principles, experience in the application of WHS practices and a capacity to develop teaching and work-based learning and research into these areas.
- Established professional networks in the WHS community.
- Expertise in quantitative methodologies.

SELECTION CRITERIA – Education and Experience

Essential:

- Relevant Bachelor degree
- Masters in in WHS related field or demonstrated equivalent experience
- Demonstrated capacity for innovative and high quality teaching
- A record of effective subject and/or course implementation or equivalent, with
- Extensive experience teaching in a tertiary or professional education environment

Desirable

- Experience in research student supervision
- Track record of external competitive funding for research
- Acknowledged leadership in a WHS related area

Personal Attributes

- Excellent professional communication skills
- Excellent organisational skills particularly relating to project management/ academic (or other) administration
- Ability to work without close supervision and meet deadlines
- Motivated to develop own and others research 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
- Ability to act in a more senior position as required.

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.