

## POSITION DESCRIPTION

### Academic Positions

*(In addition to the Position Classification Standards)*

**Position Title:** Associate Professor of Work Health and Safety

**Level:** Level D

**Faculty/Division:** Faculty of Social Sciences      **Department/Location:** School of Health & Society

#### Primary Purpose of the Position:

The Associate Professor of Work Health and Safety will lead the discipline of Work Health and Safety in the multidisciplinary School of Health & Society. You will play a key role in consolidating and extending the teaching, research and engagement profile of the discipline, and as a member of the School and Faculty professoriate you will support interdisciplinary initiatives and attainment of strategic School and Faculty goals.

As a respected, senior Work Health and Safety scholar, you will have a vision for the discipline in curriculum, research, community engagement and governance within and outside the University that is consistent with UOW mission and goals. You will have a performance record that demonstrates your ability to work effectively with colleagues at local, national and international levels to achieve Work Health and Safety outcomes informed by research. These attributes will help you fulfil scholarly roles and organisational leadership responsibilities central to the continued development of School academic and practice-based programs and new subject offerings as part of the new Bachelor of Social Sciences commencing in 2015. The Associate Professor of Work Health and Safety will enhance the existing research performance of our staff and higher degree research students, expanding the research agenda and research training opportunities. Curriculum review and the prospect of professional accreditation of courses will be a major task for discipline leaders.

#### Position Environment:

UOW is a leading Australian university with a history of outstanding achievements in teaching and learning, research and community engagement. It is fundamentally committed to providing our diverse body of students with an engaging world class and internationally oriented learning experience. The success of this commitment is demonstrated by enviable results in preparing students for the challenges of future study and workplace environments. The University has also established a strong research profile and an outstanding record of achievement in research performance and intensity over the last decade.

The Faculty of Social Sciences was created following the Faculty restructure in 2012. As a result of the 2013 Schools Review the Faculty of Social Sciences includes the School of Education, the School of Psychology, the School of Health and Society and the Department of Geography and Sustainable Communities.

Work Health and Safety courses offered through the School of Health and Society include a Master of Work Health and Safety as well as a Graduate Diploma and Graduate Certificate of Work Health and Safety.

Other disciplines in the School include public health, health promotion, social policy, social marketing and social work. Bringing these discipline areas into one School underpins our vision for an interdisciplinary approach to learning and graduating high quality, skilled professionals passionate about creating better communities and transforming lives of people from all backgrounds

## Major Accountabilities/Responsibilities:

Responsibilities		Outcome	Office Use Only
1.	Provide effective academic leadership in the establishment of strategic directions in the field of Work Health and Safety at UOW.	Ensure that advances in knowledge and skills related to Work Health and Safety are reflected in curricula and research.	
2.	Lead the processes for development of high quality academic programs in Work Health and Safety that meet competency requirements, with a vision for future possible accreditation/ registration of programs, if supported at a national level.	Establishment and delivery of quality curricula. Contribute to national discussion about accreditation/ registration of Work Health and Safety programs	
3.	Liaise with relevant professional and government agencies in Work Health and Safety at state, national and international levels.	Foster relationships at a professional level that will enhance UOW's standing in the discipline.	
4.	Work collaboratively with colleagues across the Faculty in developing interdisciplinary approaches to teaching and learning.	Developing innovative academic programs that produce graduates equipped to tackle future challenges in Work Health and Safety,	
5.	Lead the processes for developing and implementing an innovative research agenda in Work Health and Safety and Population Health and related social policy.	Enhance UOW's profile in Work Health and Safety both nationally and internationally.	
6.	Develop an HDR agenda and supervision model that ensures enrolment of research students in Work Health and Safety and related fields.	Successful experiences for research students in the field of Work Health and Safety and related fields with high completion rates.	
7.	Collaborate with colleagues across the Faculty in identifying and developing innovative interdisciplinary research projects	Ensure interdisciplinary collaboration to achieve faculty and School key goals.	
8.	Assume a supervisory role, as required, to support and mentor academic staff in Work Health and Safety and related fields.	Effective oversight of career development and performance planning.	
9.	Observe principles and practices of Equal Employment Opportunity	Ensure fair treatment in the workplace.	Ongoing
10.	Have OH&S responsibilities, accountabilities and authorities as outlined in the <a href="http://staff.uow.edu.au/ohs/commitment/responsibilities/">http://staff.uow.edu.au/ohs/commitment/responsibilities/</a> document	Ensure a safe working environment for self & others.	Ongoing

## 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 of School of Health & Society
The position supervises and mentors the following positions:	Relevant academic staff in the discipline
Other Key Contacts:	Associate Deans in the Faculty of Social Sciences Research Directors and Research leaders from across the Faculty Faculty Executive Manager, Faculty of Social Sciences

**Key Relationships:**

**Contact/Organisation:**

Member of / or representative to relevant professional organisations.

**Purpose & Frequency of contact**

Provide links with relevant professional organisations to foster the Work Health and Safety profile of UOW.  
Frequency as appropriate.

**Key Challenges:**

1. Providing leadership in the further development of the discipline of Work Health and Safety in the School of Health and Society.
2. Building effective working relationships with academic leaders across the Faculty to ensure an interdisciplinary approach to teaching and learning, research and community engagement.
3. Developing a research agenda to address issues in Work Health and Safety that have the potential to contribute to the advancement of Work Health and Safety and applied social sciences as a practice and as an academic discipline
4. Developing effective community engagement strategies that will further academic approaches and practical experiences in the field.

**SELECTION CRITERIA - Knowledge & Skills:**

Essential:

- A well-developed understanding of contemporary approaches to Work Health and Safety education and the strategic direction and development of practice nationally and internationally.
- Excellent interpersonal skills, including the ability to develop and promote effective relationships with colleagues and the ability to relate confidently and credibly to a wide range of external agencies including government, relevant professional organisations, the media and local communities and constituents.
- A well-developed understanding of contemporary approaches to teaching and learning.
- Proven skills as an effective teacher and in leading curriculum development.
- Well-developed skills in preparing grant applications and leading research projects.
- Effective skills in higher degree research supervision with a strong record of completions.
- Demonstrated leadership skills including the ability to implement change.

**SELECTION CRITERIA - Education & Experience:**

Essential:

- A PhD or DPH in the field of Work Health and Safety or related discipline.
- Evidence of successful translation of research into practice and policy outcomes.
- Substantial experience in leading curriculum development and teaching in a higher education environment.

- Outstanding track record of scholarly activities, including publications in national / international peer reviewed journals.
- Extensive experience in preparing successful research grants and applications.
- Substantial experience in developing and mentoring of academic staff.
- Evidence of successful interactions with relevant professional organisations.

### **Personal Attributes:**

- A strong personal commitment to Work Health and Safety and to the education of students in the field.
- A commitment to collegiality and to developing opportunities for working within a collaborative environment.
- Ability to influence others and work collaboratively in a complex collegial environment.

### **Approval:**

Approved by Head of Unit: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by Human Resources: \_\_\_\_\_

Date: \_\_\_\_\_

## 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/programmes 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.