

## POSITION DESCRIPTION

### Academic Positions

*(In addition to the Position Classification Standards)*

Position Title: Lecturer – Human Geography Level: B

Faculty: SOC

Department: Department of Geography & Sustainable Communities

#### Primary Purpose of the Position:

This position is a teaching and research position in Human Geography programs based in the Department of Geography and Sustainable Communities. It has particular responsibility for coordinating teaching and support for students on the satellite campuses where the Bachelor of Social Science Human Geography major will be taught (Batemans Bay, Bega, Moss Vale, Shoalhaven, Southern Sydney).

#### 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 re-structure in 2013. 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.

Human Geography is taught at undergraduate level within the BSc (Human Geography) and the BSc (Land and Heritage Management), and will be a major in the new Bachelor of Social Sciences from 2015. This position will have particular responsibility for coordinating teaching and support for students on the satellite campuses where the Bachelor of Social Science Human Geography major will be taught (Batemans Bay, Bega, Moss Vale, Shoalhaven, Southern Sydney).

Research training is provided at Honours, Masters and PhD Levels, and there is an active research culture in the Australian Centre for Cultural Environmental Research (AUSCCER), one of the university's areas of Research Strength.

#### Major Accountabilities/Responsibilities:

Responsibilities		Outcome	Office Use Only
1.	Coordinate teaching and support of Human Geography programs on the satellite campuses.	High quality student experiences and achievements, particularly on the satellite campuses.	
2.	Teaching of undergraduate and postgraduate subjects in Human Geography.	High quality student experiences and achievements.	
3.	Undertake excellent research in an area relevant to AUSCCER.	Excellent publications and successful competitive grant applications, including collaborative research.	
4.	Supervise Honours and Postgraduate research projects.	Successful completion of theses, strong flow on of students into postgraduate research.	

5.	Engage in academic governance through subject and course administration, committees and project roles.	As directed by the Head of Department, engage in relevant committees and roles that help assure and promote quality in academic and research activities and student outcomes in the School and Faculty.	
6.	Provide student-centred academic advice that ensures consistent and equitable implementation of university policies and School procedures.	High quality student experience and consistent implementation of policies.	
7.	Contribute to community engagement and professional service as relevant to expertise.	Community needs met. Enhanced reputation of the University of Wollongong.	
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 WH&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	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:	Head, Department of Geography and Sustainable Communities
The position supervises the following positions:	
Other Key Contacts:	Head, School of Health and Society Course Coordinators of Human Geography programs Tutors and demonstrators on satellite campuses.

### Key Relationships:

#### Contact/Organisation:

Department of Geography and Sustainable Communities

#### Purpose & Frequency of contact

Member

## Key Challenges:

1. Developing and teaching new subjects in the Bachelor of Social Sciences programs, and contributing to the adaptive development of the program, particularly in flexible teaching and learning modes that accommodate multiple campuses.
2. Establishing a strong research trajectory.
3. Mentoring and supporting students from a wide variety of backgrounds.
4. Maintaining quality, innovation and flexibility in educational approaches.

## SELECTION CRITERIA - Knowledge & Skills:

Essential:

- Teaching expertise in thematic areas relevant to the Bachelor of Social Science, particularly the Human Geography major.
- Knowledge of key issues facing student learning in and through distance modes of delivery, and skills to address these.
- Research expertise that will complement and actively contribute to existing strengths in Human Geography/the Australian Centre for Cultural Environmental Research.

## SELECTION CRITERIA - Education & Experience:

Essential:

- PhD in Human Geography or a relevant area
- Demonstrated capacity for innovative, high quality, research/enquiry led, and technology enriched teaching
- Teaching experience relevant to distance delivery and satellite campus mode; for example flexible delivery, on-line delivery, intensive mode (classroom and/or field based).
- Excellent research track record relative to opportunity, as evidenced by publications.
- Demonstrated capacity to attract external competitive funding for research
- Demonstrated capacity for effective research student supervision

## Personal Attributes:

- Excellent professional communication skills
- Excellent organisational skills, particularly relating to project management and academic administration.
- Ability to work without close supervision and meet deadlines.

## Special Job Requirements:

Regular travel to satellite campuses will be required (several times per semester).

## 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.