

POSITION DESCRIPTION

Academic Positions

(In addition to the Position Classification Standards)

Position Title:	Lecturer / Senior Lecturer	Level:	B / C
Faculty/Division:	Law, Humanities and the Arts	School:	Law

Primary Purpose of the Position:

You will be a highly motivated and energetic individual with an excellent record in legal teaching and research and the ability to contribute to the growing research profile of the Law School.

You will teach across all levels of the Bachelor of Laws (LLB) degree and other law subjects offered by the School of Law. Teaching will focus on core subjects in the LLB program as well as supervision of Honours and postgraduate research students. The role includes subject coordination, administrative and governance roles and responsibilities within the School of Law, and engagement with research. Teaching takes place primarily at the University's Wollongong campus, but attendance may also be required for program delivery at UOW's satellite campuses (Sydney, Southern Highlands, Shoalhaven, Bateman's Bay, Bega). The Law programs are increasingly engaged with e-Learning approaches.

You will report directly to the Dean of Law, who is also Head of School (HOS).

Position Environment:

The UOW School of Law was established in 1990 with a commitment to social justice, student-centred learning and personalised approaches to teaching. Its programs comprise a Bachelor of Laws degree, a specialist postgraduate program in criminal practice, and broader law subject teaching in other UOW undergraduate and postgraduate courses. The School of Law has an excellent reputation for the quality of its legal scholarship, especially in the field of interdisciplinary legal research across law, society and culture through the School's Legal Intersections Research Centre (LIRC); it also has close connections to the Faculty and UOW's research strength in law and marine policy, the Australian National Centre for Ocean Resources and Security (ANCORS); and is developing a concentration on Asian legal studies. The Australian Research Council's 2012 Excellence in Research for Australia (ERA) results recognised that UOW's law researchers perform "above world standard" (a rating of 4).

The School of Law is one of three schools in the Faculty of Law, Humanities and the Arts. The Faculty's strong reputation across its range of disciplines in research and teaching and learning is reflected in the demand for its courses in Australia and off-shore (Dubai and South-East Asian institutions). The Faculty has significant local, national and international research linkages that contribute strongly to a robust research profile.

Major Accountabilities/Responsibilities:

Responsibilities	Outcome
1. Teaching: <ul style="list-style-type: none"> • Coordinate, teach and assess in subjects offered by the School of Law. • Utilise technology-enhanced teaching and web-based material to enhance learning outcomes for students. • Design and develop subject outlines, class plans, assessment tasks and learning activities for seminars and lectures, and participate in course reviews. 	Produce high quality graduates and maintain the reputation of the School of Law and UOW teaching programs. To contribute to the quality of the learning experience for students and the quality of the subjects and programs offered by the School.
2. Research: <ul style="list-style-type: none"> • Maintain an active program of research and publication that meet expectations outlined in the UOW <i>Research Active Policy</i>. • Supervise Honours and postgraduate research projects • Develop and/or lead research projects • Maintain and develop evidence of research scholarship in the form of publications and citations, grant applications and income and other research outputs 	To contribute to the research effort of the School through publications and research grant applications.
3. Undertake administrative functions including consultation with students and attendance at Discipline, School and Faculty forums/committees as required.	To contribute to the efficient administration of the Faculty as well as offering excellent service to students and other parties.
4. Supervise casual or contract staff from time to time and mentor junior colleagues.	Efficient and collegial operation of School of Law activities.
5. Involvement in professional activity, professional forums, relationships with external and internal networks and professional groups and associations.	Improved standing of School of Law in the community.
6. Contribute to School and Faculty marketing and community engagement activities.	Improved standing of School of Law and Faculty in the community, evidence of benefit to the community and improved enrolments.
7. Observe principles and practices of Equal Employment Opportunity.	To ensure fair treatment in the workplace.
8. Have WH&S responsibilities, accountabilities and authorities as outlined in the http://staff.uow.edu.au/ohs/commitment/responsibilities/ document.	To ensure a safe working environment for self and 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:	Professor Warwick Gullett Dean and Head of School of Law
The position supervises the following positions:	Casual academic staff as required

Key Relationships:

Contact/Organisation:

Purpose & Frequency of contact

Dean of Law	Primary supervisor – regular contact
Discipline Leader - Law	Mentoring and support – regular contact
Head of Students - Law	Student matters – regular contact
School Manager	Administrative, student and staffing matters-regular contact
School of Law	The position is located within the School of Law and the occupant is expected to participate in the School's activities. The position entails regular contact with the School's administrative staff.
Faculty of Law, Humanities and the Arts	The School of Law is part of the Faculty of Law, Humanities and the Arts and the occupant of the position is expected to take part in Faculty activities.

Key Challenges:

- To deliver high quality teaching in a changing higher education environment.

SELECTION CRITERIA - Knowledge & Skills:

Essential:

- Sound knowledge of, and ability to teach into, two or more subjects from the core LLB curriculum [capacity to teach in property, equity (including trusts), evidence, company law, constitutional law, administrative law are priority areas at present].
- Detailed knowledge of one or more specialist legal topics.
- Capacity to collaborate with colleagues, particularly in team teaching and the development of research projects and funding applications.

- Demonstrated excellent oral and written communication skills.
- Knowledge of Equal Employment Opportunity and diversity principles.

Desirable:

- Demonstrated understanding of academic administration and tertiary education policy.

Education & Experience:

Essential:

- Bachelors degree in Law or equivalent at a high level of academic performance.
- PhD or equivalent *or* progress towards the attainment of such a degree.
- A record of research achievement, such as the design and completion of research projects, success in gaining research funding, or delivery of refereed publications in quality law journals *or* demonstrated capacity for research productivity.
- Demonstrated excellence in teaching in Law subjects at tertiary level.
- Ability to develop and utilise technology-enhanced teaching and web-based material to enhance learning outcomes for students.

Desirable:

- Research interests which align with the School's Legal Intersections Research Centre or other areas of legal scholarship.
- Experience in curriculum planning and development.
- Experience in Higher Degree by Research supervision.
- Demonstrated capacity to contribute to university community and/or professional engagement activities.

Personal Attributes:

- Motivation and enthusiasm for teaching and research
- Ability to work and interact collegially with members of the School and Faculty.
- Ability to interact effectively with students from diverse cultural backgrounds.

Special Job Requirements:

Travel to other campuses may be required.

Approval:

Approved by Head of School: Professor Warwick Gullett

Date: _____

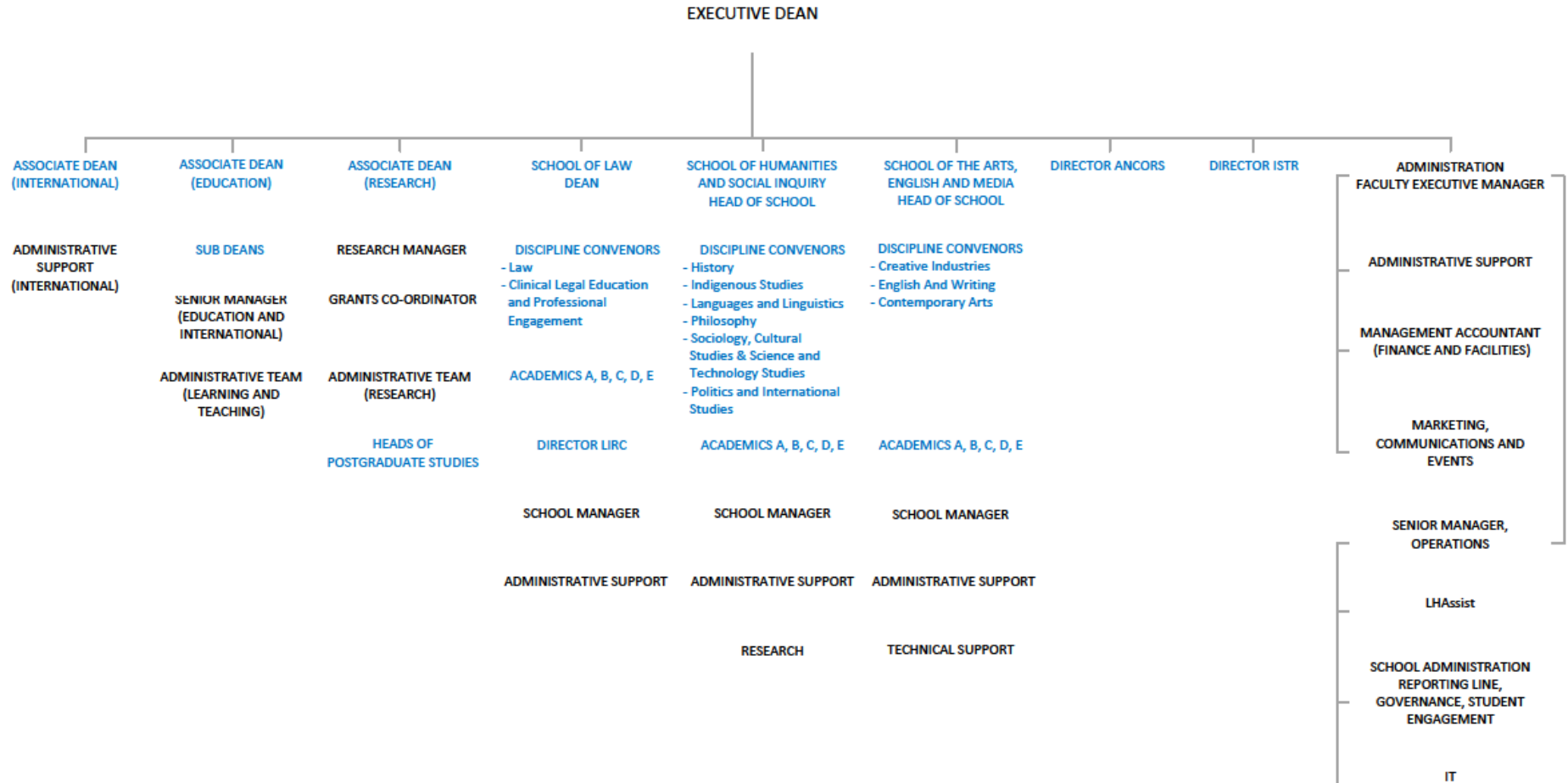
Approved by Executive Dean: Professor Amanda Lawson

Date: _____

Approved by Human Resources: _____

Date: _____

FACULTY OF LAW, HUMANITIES AND THE ARTS FACULTY ORGANISATIONAL CHART



Blue denotes academic position

Note:
 - Sub Deans located within schools; administrative support from school administrative teams
 - Administrative staff report through administrative lines and have a reporting relationship to the Faculty Executive Manager

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.