

## POSITION DESCRIPTION

### Academic Positions

*(In addition to the Position Classification Standards)*

Position Title: Lecturer  
 Level: B Fixed Term  
 Faculty: Faculty of Science, Medicine and Health (SMAH)  
 Department: School of Nursing and Midwifery (SNM)

#### Position Environment:

The Faculty of Science, Medicine and Health (SMAH) is committed to quality outcomes delivered via a sustainable model where development and innovation are key elements of all that we do. SMAH is one of UOW's five Faculties and incorporates the Schools of Chemistry, Biological Sciences, Earth and Environmental Science, Nursing and Midwifery, and the School of Medicine (incorporating the Graduate School of Medicine).

The School of Nursing and Midwifery, University of Wollongong is identified as a provider of high quality professional education and contributing to the generation and dissemination of knowledge within a research-intensive university. The Bachelor of Nursing program is growing due to an increasing demand by students and five site delivery (Wollongong, Shoalhaven, Southern Sydney, Batemans Bay and Bega). In addition, we have an expansive post graduate portfolio and research agenda. It is the philosophy of the SNM that everyone participates in quality assurance processes and academic governance.

The core values of the School: Person-centred; Creativity; Self-awareness; Appreciation: Respect; Authenticity; Charity; Empathy.

#### Primary Purpose of the Position:

The primary purpose of the position is as Lecturer- Nursing and is a teaching intensive position within the School of Nursing, and Midwifery, focusing on the teaching, governance and projects within the school. This is a fixed term position.

#### Major Accountabilities/Responsibilities:

Responsibilities		Outcome	Office Use Only
1.	Coordination of undergraduate/post graduate subjects	To ensure successful coordination of subjects	
2.	Preparation and delivery of learning and teaching materials including assessment processes	High quality subjects presented to students that adhere to QA principles	
3.	Liaison with the clinical component of the course	To ensure students are competent clinically	
4.	Teaching/liaison with off-shore and outreach campuses	Programs are delivered according to School guidelines	
5.	Engage in scholarly activities that align with the school's scholarly agenda	Research agenda of the School is enhanced	
6.	Academic governance	To contribute to the development and operation of university policy	
7.	Observe principles and practices of Equal Employment Opportunity and have WH&S responsibilities, accountabilities and authorities as outlined in the <a href="#">WHS Roles and Responsibilities Document</a>	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, Nursing and Midwifery
The position supervises the following positions:	Teaching teams including part-time/casual tutors
Other Key Contacts:	Academic and professional staff (SNM), Bachelor of Nursing Program, Director of Clinical Learning, Head of Students – Nursing, Executive Dean – SMAH, staff from public/private health facilities and other education providers.

## Key Relationships:

### Contact/Organisation:

### Purpose & Frequency of contact

School meetings/committees  
Industry partners  
Course Coordination

Contribute to academic governance and quality  
To ensure currency and context of SNM activities  
To ensure QA of curriculum – ongoing

## Key Challenges:

1. Leading teaching teams in subjects – learning, teaching, assessment activities relating to nursing.
2. Coordination of undergraduate/post graduate subject(s) across campuses
3. Academic governance and quality teaching and learning.

## SELECTION CRITERIA - Knowledge and Skills:

Essential:

- Experience in Nursing
- Evidence of ongoing professional development
- Demonstrated capacity and experience in developing and delivering high quality academic programmes
- Commitment to nurse education and current School initiatives
- A collegial approach that indicates potential for collaborative working
- Good organisational ability

## SELECTION CRITERIA - Education and Experience:

Essential:

- Registered as a Nurse in Australia
- Recent experience in developing and delivering high quality learning opportunities; including in laboratories and simulation
- Relevant postgraduate qualifications/experience in areas of nursing

## Personal Attributes:

- Demonstrated ability to work with a range of health professionals towards a common goal
- Strong track record in teamwork
- Time management and coordination skills
- Able to work in a busy and demanding environment
- Enthusiasm, advocacy and care for student learning
- High ethical and professional standards

## Special Job Requirements:

Ability to travel between campuses as required and where necessary teach off-shore.

## Organisational Chart:

Available upon request

## 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.