

## POSITION DESCRIPTION

### Academic Positions

*(In addition to the Position Classification Standards)*

Position Title: Lecturer/Senior Lecturer  
 Level: B/C  
 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 is a continuing position as Senior Lecturer/Lecturer in Nursing and is a teaching/research position within the School of Nursing and Midwifery, focusing on the research and scholarly activities within the school and contributing to the leadership of learning, teaching and assessment agenda.

#### Major Accountabilities/Responsibilities:

Responsibilities		Outcome	Office Use Only
1.	Coordination of undergraduate/postgraduate 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 research and scholarly activities that align with the School's research agenda or strengths	Research agenda of the School is enhanced	
6.	Academic governance	To contribute to the development and operation of university policy.	
7.	Research supervision at Honours and postgraduate levels	Enhanced learning outcomes - to instruct students on approaches for investigating	

		biological phenomena, and communication of the results to the scientific community	
8.	Contribute, in conjunction with the Head of School and research leaders (SNM), to the development of the strategy for research capacity and capability	Research capability and capacity is enhanced.	
9.	Develop and undertake original research projects leading to publications, grant applications and conference presentations	Personal increased research and scholarly outputs measurable under ERA	
10.	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, School of Nursing and Midwifery
The position supervises the following positions:	Teaching teams including part-time/casual tutors/research assistants
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:

- Leading teaching teams in subjects – learning, teaching, assessment activities
- Academic governance – quality learning, teaching and student support
- Maintaining a research profile whilst performing teaching duties

- Contribute to the preparation of applications for new grants, reports, funded research projects and publications
- Maintaining a research profile and developing research capacity in others leading to outputs and outcomes, including supervising honours and postgraduate students
- Performing efficiently/effectively in designated governance roles

### **SELECTION CRITERIA - Knowledge and Skills:**

#### **Essential:**

- Experience in Nursing
- Demonstrated capacity and experience in developing and delivering high quality academic programs
- Willingness and ability to teach in undergraduate/postgraduate programs
- Knowledge of processes that support learning, teaching and assessment
- A collegial approach to teaching and research that indicates potential for collaborative research and team teaching
- Research track record/interest that align with the School's research strengths

### **SELECTION CRITERIA - Education and Experience:**

#### **Essential:**

- Registered as a Nurse in Australia
- Relevant postgraduate qualifications/experience in other areas of nursing
- PhD or within six months of completion with relevant published research outputs (Essential for level C position)
- Recent experience in developing and delivering high quality learning opportunities
- Track record/research profile that matches the School's research priority areas
- Willingness and ability to supervise honours and postgraduate students

### **Personal Attributes:**

- Demonstrated ability to work with a range of health professionals towards a common goal
- Strong record in teamwork
- Time management and coordination skills
- Able to work in a busy and demanding environment
- Enthusiasm and 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

## 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.