

#### POSITION DESCRIPTION

#### **Academic Positions**

(In addition to the Position Classification Standards)

Position Title: Lecturer Level: B

Faculty/Division: Engineering and Information Sciences

Department/Location: School of Computer Science and Software Engineering

# Primary Purpose of the Position:

- Teach and coordinate subjects in the School at undergraduate and postgraduate level;
- Contribute to the research in information security and cryptography;
- Supervise research students;
- Contribute to professional programs, seminars and community initiatives in the School; and
- Participate in Faculty engagement activities including student recruitment.

#### **Position Environment:**

SCSSE is one of seven Schools within the Faculty of Engineering and Information Sciences at the University of Wollongong. It delivers a full range of quality courses, both onshore and offshore (Dubai, Singapore, Malaysia), ranging from undergraduate Bachelor's degrees, through Coursework and Research Masters to PhD. Current research foci are Computer Security, Intelligent Systems, Multimedia Information Processing, and Software Engineering. SCSSE has strong R&D links with industry, actively participates in several Co-operative Research Centres.

## Major Accountabilities/Responsibilities:

| Responsibilities |  | Outcome   |
|------------------|--|---|
| 1.               | Teach in core and elective subjects in the undergraduate program.  | To challenge, stimulate, enthuse and educate students.  |
| 2.               | Assume responsibility in the governance of the subjects allocated e.g., coordination of subject outline, exams assignments, and tutors (if required)   | To perform in a professional capacity for all tasks as required.  |
| 3.               | To work with the Head of School and other staff on the introduction, revision and maintenance of undergraduate and postgraduate subjects.  | A high quality and internationally acknowledged teaching program that utilises resources efficiently and effectively. |
| 4.               | To undertake research in information security and cryptography, including the publication of this research in scholarly venues.  | To enhance the University's reputation for quality research.  |
| 5.               | Supervisory roles: Communicate and consult with staff on workplace and staffing matters.   | To foster direct relationships with staff and enhance engagement with the organisation.                               |
| 6.               | Observe principles and practices of Equal Employment Opportunity   | To ensure fair treatment in the workplace   |
| 7.               | 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.   |

## Reporting Relationships:

| Position Reports to:                             | Head of School, SCSSE                                |
|--|--|
| The position supervises the following positions: | None   |
| Other Key Contacts:                              | Academic and General Staff of the School and Faculty |

## **Key Relationships:**

Contact/Organisation: Purpose & Frequency of contact

Other School Staff Daily – Various Faculty Staff As appropriate Other University Staff As appropriate

# Key Challenges:

- 1. Ensure quality of teaching programs.
- 2. Assist in the planning of future developments.

## SELECTION CRITERIA - Knowledge & Skills:

#### Essential:

- Ability to prepare and effectively deliver lectures, tutorials and laboratories and to coordinate subjects.
- Well developed written and oral communication skills with an ability to liaise with individuals of all levels and from all cultures.
- Demonstrated strong research ability in information security and cryptography.
- Well-developed organisational skills with an ability to work to meet strict deadlines.
- Demonstrated ability to work in a team environment.

# SELECTION CRITERIA - Education & Experience:

#### Essential:

- Have completed a PhD in Computer Science or related discipline.
- Demonstrate excellence in teaching experience across a range of subjects in computer science and software engineering.
- Research track record in information security and cryptography.
- Experience in research supervision.

#### Personal Attributes:

- Self-motivation and a willingness to learn and try new tasks.
- Well developed interpersonal skills.
- Capacity and skills to work in a team environment and to contribute towards common goals.
- Well developed written and oral communication skills.

# Special Job Requirements:

- May be required to moderate subjects taught in the offshore program.
- May be required to take a higher proportion of teaching workload.
- May be required to work outside of normal hours from time to time.

## Roles and Responsibilities in Relation to Workplace Health and Safety:

The University of Wollongong is committed to providing a safe and healthy workplace for its workers, students and visitors. All members of the University community have a collective and individual responsibility to work safely and be engaged in activities to help prevent injuries and illness.

In addition to the major accountabilities/responsibilities required for your position, you also hold the following roles and responsibilities in relation to Workplace Health and Safety:

#### All Staff

- Take reasonable care for your health and safety as well as others.
- Comply with any reasonable instruction by the University.
- Cooperate with any reasonable policies and procedures of the University including reporting of hazards or incidents via the University reporting process.
- Certain staff have specific responsibilities for Work Health and Safety (WHS), further information is available in the document Roles And Responsibilities for WHS and WHS Management System.

## **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.



# 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.