

## POSITION DESCRIPTION

### Academic Positions

*(In addition to the Position Classification Standards)*

Position Title: Lecturer (Chinese Mandarin) Level: Level B teaching focus (up to 14 hours face to face per week across the academic year)

Faculty/Division: Faculty of Law, Humanities and the Arts Location: School of Humanities and Social Inquiry

#### Primary Purpose of the Position:

You will teach across all levels of the Mandarin Language and Chinese studies subjects in the Language program as well as contribute to the enhancement of the Chinese (Mandarin) curriculum. Teaching will focus on all subject levels 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 Humanities and Social Inquiry. This position is teaching focused and a teaching load of around 14 hours teaching per week over the academic year will be required. Some research on teaching related activities such as language pedagogy, second language acquisition (SLA), technology enhanced language learning (TELL) or applied Chinese studies in the humanities will be expected.

#### Position Environment:

The Language Centre was established in 2009 to provide high quality teaching of languages at undergraduate and higher degree level. Our students come from the Bachelor of Arts, the Bachelor of International Studies and the Bachelor of Communication and Media Studies, as well as other degree programs at the University of Wollongong. The Language Centre offers majors in French, Italian, Japanese, Mandarin, Spanish, and minors in European Studies, English Language and Linguistics and Indonesian.

The School of Humanities and Social Inquiry 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 (Wollongong; Sydney; South Coast and Southern Highland campuses and education centres) 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	Office Use Only
1. Teaching: <ul style="list-style-type: none"> <li>• Coordinate, teach and assess in subjects offered by the School.</li> <li>• Utilise technology-enhanced teaching and web-based material to enhance learning outcomes for students.</li> <li>• Design and develop subject outlines, class plans, assessment tasks and learning activities for lectures and tutorials, and participate in course reviews.</li> <li>• Use technology enhanced teaching and developing web-based</li> </ul>	<ul style="list-style-type: none"> <li>• Student competency in Mandarin language-related courses, student knowledge and understanding of Chinese culture and history.</li> <li>• Produce high quality graduates and maintain the reputation of the School and UOW teaching programs.</li> </ul>	

Responsibilities	Outcome	Office Use Only
<ul style="list-style-type: none"> <li>• and interactive whiteboard material in an education environment.</li> <li>• Development of course material with appropriate advice from and support of more senior staff</li> </ul>	<ul style="list-style-type: none"> <li>• Contribute to the quality of the learning experience for students and the quality of the subjects and programs offered by the School.</li> </ul>	
<p>2. Research:</p> <ul style="list-style-type: none"> <li>• Maintain an active program of research and publication that meet expectations of the role in the <i>UOW Research Active Policy</i>.</li> <li>• Supervision of Honours and postgraduate research projects</li> </ul>	To contribute to the research effort of the School, Faculty and University's research profile.	
<p>3. Undertake administrative functions including consultation with students and attendance at Discipline, School and Faculty forums/committees as required.</p>	Contribute to the efficient administration of the Faculty as well as offering excellent service to students and other parties.	
<p>4. Supervise casual or contract staff as required, including moderation of assessment; mentor junior colleagues.</p>	Efficient and collegial operation of School activities.	
<p>5. Involvement in professional activity, professional forums, relationships with external and internal networks and professional groups and associations.</p>	Improved standing of School of Humanities and Social Inquiry in the community. Keep abreast of scholarly developments in the area of Mandarin language teaching and/or Second Language Acquisition (SLA) and undertake some research in related areas.	
<p>6. Contribute to School and Faculty marketing and community engagement activities.</p>	Improved standing of School of Humanities and Social Inquiry and Faculty in the community, evidence of benefit to the community and improved enrolments.	
<p>7. Observe principles and practices of Equal Employment Opportunity.</p>	To ensure fair treatment in the workplace and classroom.	
<p>8. Have WH&amp;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.</p>	To ensure a safe working environment for self and others.	

## Reporting Relationships:

Position Reports to:	Executive Dean, via Head of the School Humanities and Social Inquiry
The position supervises the following positions:	None
Other Key Contacts:	Head of School Deputy Head of School Discipline Leader Head of Postgraduate Studies Associate Dean, Education Executive Faculty Manager School Manager

## Key Relationships:

### Contact/Organisation:

### Purpose & Frequency of contact

Head of School	Primary supervisor – regular contact
Deputy Head of School	Supervisor while acting for Head of School – regular contact
Discipline Leader - Languages	Mentoring and support – regular contact
Head of Students	Student matters – regular contact
School Manager	Administrative, student and staffing matters-regular contact
School of Humanities and Social Inquiry	The position is located within the School of Humanities and Social Inquiry 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 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.
- Teach Chinese (Mandarin) language and other areas of language and culture studies as required
- Contributing to flexible delivery of subjects and team teaching where required
- Coordination of undergraduate subjects from 1<sup>st</sup> year to Honours
- Maintain knowledge of developments in second language acquisition theories and Technology Enhanced Language Learning (TELL)

## SELECTION CRITERIA - Knowledge & Skills:

### Essential:

- Demonstrated near-native competency in both English and Chinese (Mandarin) language.
- Ability to teach in Chinese (Mandarin) language at undergraduate level and to contribute to all existing Chinese subject offerings.
- Technical proficiency with Technology Enhanced Language Learning (TELL).
- Capacity to collaborate with colleagues, both in in team teaching and in the development of research projects and funding applications.
- Knowledge of Equal Employment Opportunity and diversity principles.

### Desirable:

- Research experience and publications in the teaching and learning of Chinese (Mandarin) and/or Second Language Acquisition and/or TELL and/or Chinese cultural and literary studies.
- Ability to teach one of the other languages offered by the Language Centre.

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

### **Essential:**

- Higher degree (preferably PhD) in Chinese (Mandarin) or Second Language Acquisition with a focus on Chinese (Mandarin) language, Chinese (Mandarin) Language Teaching and/or Chinese Cultural and Literature Studies.
- Demonstrated teaching experience in Chinese (Mandarin) language at tertiary level or equivalent.
- Demonstrated experience in using and managing on line teaching support for language acquisition.
- Capacity to develop and utilise technology-enhanced teaching and web-based material to enhance learning outcomes for students.
- Conversant with contemporary theoretical approaches to language learning.

### **Desirable:**

- Coordination of a Chinese (Mandarin) language major or minor.
- Demonstrated capacity to contribute to university community and/or professional engagement activities.
- Experience in developing and maintaining links with secondary schools and the Chinese (Mandarin)-speaking community.
- Ongoing professional relationships with Chinese (Mandarin) language teachers.

## **Personal Attributes:**

As the Chinese (Mandarin) program team is a small group within the Language Centre, a capacity to work flexibly and in a small team is essential.

- 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:**

University class times are presently 8.30am to 8.30pm Monday to Friday – teaching to be undertaken within these hours. The appointee may be required to teach in a variety of locations in Australia and offshore or to undertake intensive (weekend) teaching.

## **Organisational Chart:**

See attached.

## **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](#).

*Additional Responsibilities for Staff with supervisory responsibilities*

- Ensure work area, equipment and practices are compliant with applicable legislation, standards, codes of practice and University guidelines.
- Ensure risk management activities are undertaken to minimise WHS risk including hazard and incident reporting, risk assessment and safe work procedures.
- Provide the necessary instruction, information, induction, training and supervision to enable work to be carried out safely.
- Ensure Work Health and Safety (WHS) activities and requirements are implemented for area as outlined in the [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.

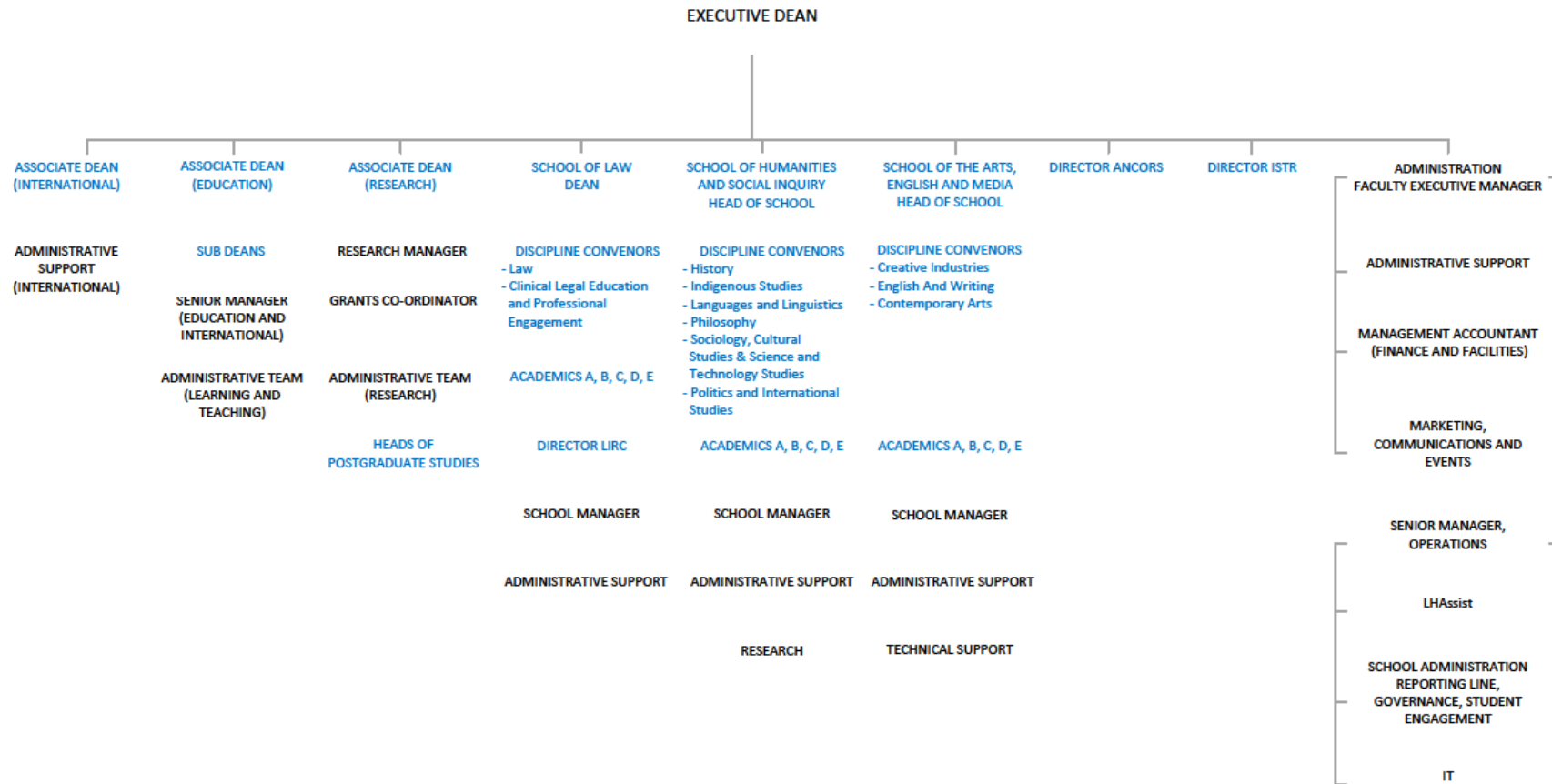
Inherent Requirements refer to your ability to:

- 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.



## 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.