

## POSITION DESCRIPTION

### Academic Positions

*(In addition to the Position Classification Standards)*

Position Title: Senior Lecturer Level: C  
Faculty/Division: DVCE Department/Location: LTC

#### Primary Purpose of the Position:

Develop, implement and evaluate activities designed to achieve the objectives of Learning, Teaching and Curriculum as they relate to the development of the assessment of student learning at the University of Wollongong.

#### Position Environment:

The University of Wollongong's Strategic Plan 2013 – 2018 articulates six specific goals including one addressing Learning and the Student Experience. The new Strategic Plan 2013 - 2018 has led to a major focus on Curriculum Transformation, including an English Language Policy; a Technology Enhanced and Open Learning Strategy and a Continuing Professional Development Framework. A key feature of Curriculum Transformation is a focus on the development of assessment practice at the University of Wollongong. The Senior Lecturer (Assessment) contributes to the implementation of the UOW Curriculum Model and broader Curriculum Transformation Strategies by providing information, advice, evidence-based guidelines and consultation to faculties related to assessment practice. In addition the Senior Lecturer (Assessment) will play a key role in developing an evidence base for UOW Assessment Practice: engaging in University-wide consultation to develop guiding principles for assessment practice (including assessment calibration, moderation and benchmarking) and associated plans; drawing on a national network of scholars to inform the development, dissemination, implementation (through professional development strategies and a change management process), and evaluation of guiding principles for assessment practice ; and, disseminating findings from the scholarly work of assessment practice.

#### Major Accountabilities/Responsibilities:

Responsibilities	Outcome
1. Contribute to the implementation of the UOW Assessment Principles and broader Curriculum Transformation Strategies through policy development; membership of key strategic committees; working collaboratively with Faculty Course Review Teams; and professional development of colleagues	Effective and collaborative implementation of UOW Assessment Principles
2. Lead the development of guiding principles for assessment practice (including calibration, moderation and benchmarking) and the design and evaluation of assessment at UOW in consultation with the broader University community and in collaboration with SCD, members of the CTP Project Team and appropriate strategic committees and working groups by drawing on relevant current scholarship	UOW Assessment Principles and Implementation Strategy developed, with broad consultation across the university, by target date
3. Lead the development of appropriate strategies to disseminate UOW Assessment Principles and make a	Communication and Implementation Plans developed and associated tools and

	significant contribution to the design of associated tools and resources	resources designed by target dates
4.	Advise on methods of evidencing the integration of the UOW Assessment Principles in course documentation	Development of guidelines for capturing the integration of the UOW Assessment Principles in course design and documentation.
5.	Undertake research in an area of relevance to the teaching and learning in higher education and take a lead role in activities to disseminate scholarship on teaching and learning in higher education nationally	A portfolio of Scholarship of Teaching and Learning (SoTL) outcomes and outputs that profile the assessment of student learning.
6.	Communicate and consult with staff on workplace and staffing matters	To foster direct relationships with staff and enhance engagement with the organisation.
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 <a href="http://staff.uow.edu.au/ohs/commitment/responsibilities/document">http://staff.uow.edu.au/ohs/commitment/responsibilities/document</a>	To ensure a safe working environment for self & others.

### Reporting Relationships:

Position Reports to:	Head – Strategic Curriculum Development
The position supervises the following positions:	None
Other Key Contacts:	Director LTC DVCE CTP Team

### Key Relationships:

#### Contact/Organisation

Curriculum Transformation Project Team  
Other units of LTC  
Designated faculties in a liaison role

#### Purpose & Frequency of contact

To inform the CTP Project Tea on progress and obtain advice of CTP Project Team; once every two weeks  
Consultation, information, advice and collaborative work; weekly  
Provide faculty with information, advice and consultation on CTP and undertake consultation on implementation strategies through Associate Deans (Education), Faculty Course Review Teams and other appropriate stakeholders and communication channels

### Key Challenges:

1. Maintaining close collaboration and communication with a broad range of stakeholders
2. Working to tight and often changing deadlines to meet project , governance and change management requirements
3. Achieving high quality outcomes within available resources
4. Maintaining currency of knowledge and networks.

### SELECTION CRITERIA - Knowledge & Skills:

#### Essential:

- High level of competence in assessment design and professional development
- Broad knowledge of learning, teaching, and assessment in higher education
- Methods of assessment across disciplines
- Well-developed interpersonal skills to meet individual and group needs in a range of settings

- Well-developed written communication skills for engagement of stakeholders and project implementation
- Sound analytic skills

## SELECTION CRITERIA - Education & Experience:

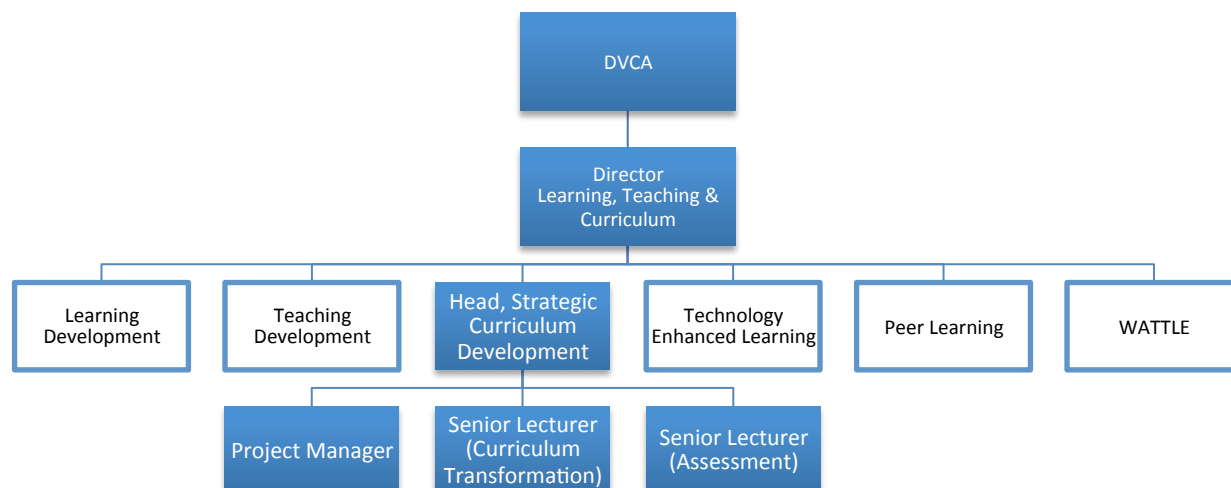
Essential:

- Completed doctoral studies in area of relevance
- Academic leadership and expertise in learning, teaching and assessment
- Experience in providing effective and practical advice in relation to matters pertaining to assessment
- Ability to establish and maintain effective and collaborative working relationships with colleagues and particularly in engaging in a consultative manner with a range of stakeholders to effect change.

## Personal Attributes:

- Proactive approach
- Capacity for self-reflection
- Commitment to achieving team unit goals
- Persistence to complete actions and activities within deadline
- Capacity to prioritise activities and work under pressure
- Ability to function with independence and as part of a team

## Organisational Chart:



## 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.

## Approval:

Approved by Head of Unit: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by Human Resources: \_\_\_\_\_

Date: \_\_\_\_\_