

4.	Liaise with the Maths Coordinator as required	Efficient operation of programs	
5.	Observe principles and practices of Equal Employment Opportunity	To ensure fair treatment in the workplace	
6.	Have OH&S responsibilities, accountabilities and authorities as outlined in the http://staff.uow.edu.au/ohs/commitment/responsibilities/ document	To ensure a safe working environment for self & others.	

Reporting Relationships:

Position Reports to:	Maths Coordinator, Learning Development Head, Learning Development
Other Key Contacts:	Learning Development Lecturers

Key Relationships:

Identify the key positions, committees, organisations or groups that the position deals with inside and outside the organisation. Only include those that are regularly communicated with.

Contact/Organisation:

Head, Learning Development
 Maths Coordinator
 Learning Development academic staff

Purpose & Frequency of contact

Supervision by Head in operational matters
 Supervision by maths Coordinator in developing the role
 Maintain contact through attendance at monthly Learning Development meetings and/or via Learning Development discussion list and/or with individual staff members as needed.

Key Challenges:

Describe the most challenging aspects of the role (up to 4).

1. Academic development of students for whom mathematical and/or statistical thinking is under-developed and for whom mathematical and/or statistical thinking is necessary for the successful completion of a 'mathematically non-specialist' course or subject, such as Nursing, Commerce, Education, Psychology. It is not intended that this position address the mathematical support needs of specialist degrees that require a Mathematics major or minor.

SELECTION CRITERIA - Knowledge & Skills:

What knowledge & skills are essential for effective performance in the position.

Essential:

- Knowledge of learning development support in mathematics and statistics at university level.
- Knowledge of the pedagogical needs of university students for whom mathematical and statistical thinking is a challenge for who lack sufficient background in mathematics to be able to successfully undertake a 'mathematically non-specialist' degree.
- Skills in providing individual consultations and workshops on mathematics and statistics development.
- Skills in analysing and assessing the discipline specific academic mathematics and/or statistics needs of students.

Desirable:

- Knowledge of Privacy legislation
- Research skills relevant to developing and evaluating mathematics support programs

SELECTION CRITERIA - Education & Experience:

What education & experience are essential for effective performance in the position.

Essential:

- Undergraduate degree in an area relevant to mathematics and statistics development
- Teaching qualification or equivalent

Desirable:

- Substantial experience working in a learning development centre or program within a university
- Experience teaching university students for whom mathematical thinking is challenging or who lack sound mathematical backgrounds.

Personal Attributes:

Describe personal attributes that are required to effectively perform in this position.

Capacity for teamwork and collaboration with faculty academic staff and learning development staff for the provision of learning development programs and resources.

Special Job Requirements:

Indicate any special job requirements such as necessity to work unusual hours, OH&S requirements.

Will this person be required to work with children (under 18 years of age), in an unsupervised capacity? If so then a Working with Children Check will need to be done.

- Located at the Shoalhaven Campus.
- Capacity for maintenance of privacy, as appropriate to the position.

Roles and Responsibilities in Relation to Workplace Health and Safety:

For all positions

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:

For all positions

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.