

POSITION DESCRIPTION

Academic Positions

(In addition to the Position Classification Standards)

Position Title: Lecturer in Mining Engineering Level: B

Faculty: EIS

Department: School of Civil, Mining & Environmental Engineering

Primary Purpose of the Position:

To teach mining engineering at all levels to undergraduate and postgraduate students and to contribute strongly to the research programs of the School.

Position Environment:

The School of Civil, Mining & Environmental Engineering provides undergraduate degrees in the three stated disciplines. The School also offers Masters by coursework and research and PhD degrees.

Major Accountabilities/Responsibilities:

| Responsibilities | Outcome |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| 1. Conduct lectures, tutorials, practical classes, demonstrations, workshops and student field excursions, including marking of assessment tasks and student consultations at undergraduate and postgraduate levels. | Student learning and satisfaction |
| 2. Initiation and development of subject material. | High quality subject content |
| 3. Act as subject coordinator when required. | Contribute to governance of School |
| 4. Effective academic supervision of Honours and postgraduate research projects | High quality theses, numbers of students, timeliness of completions |
| 5. Conduct original research in mining engineering, i.e. publishing outputs and apply successfully for external research funding. | Quality journal publications and ACARP and ARC grant funding. |
| 6. Participate in a range of administrative functions connected with teaching and research, including attendance at School and Faculty meetings and membership of committees. | Effective administration of School and Faculty |
| 7. Represent discipline at Faculty and University levels. | Increased profile of mining discipline |
| 8. Observe principles and practices of Equal Employment Opportunity. | To ensure fair treatment in the workplace |
| 9. Have WH&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: | Head of School |
| The position supervises the following positions: | None |
| Other Key Contacts: | Academic and General Staff of the School and Faculty |

Key Relationships:

Contact/Organisation:

Other School Staff
Faculty Staff
Other University Staff

Purpose & Frequency of contact

Daily – Various
As appropriate
As appropriate

Key Challenges:

1. Provide strong support to undergraduate and postgraduate engineering students.
2. Contribute strongly to research outputs and funding in the Faculty

SELECTION CRITERIA - Knowledge & Skills:

Essential:

- Strong written and oral communication skills.
- Demonstrated ability to teach at both undergraduate and postgraduate levels.
- Demonstrated expertise in one or more specialised areas e.g. mining operations, mining geomechanics, numerical modelling or other complementary areas of expertise.

SELECTION CRITERIA - Education & Experience:

Essential:

- PhD in Mining Engineering or an equivalent combination of other higher degree qualifications in Mining Engineering and relevant experience in mining engineering.
- Proven research track record in mining engineering.
- A notable scholarly publication record.

Desirable

- Demonstrated expertise in in one or more specialised mining areas
- Practical experience in surface and underground mining.
- Experience in applying for competitive funding.
- Experience in supervising undergraduate or higher degree research students.
- Experience in one or more of the following areas: mining legislation; mine safety; blasting; mineral processing.
- Practical experience in mining engineering: underground and/or surface mining.

Personal Attributes:

- Highly motivated and able to work effectively, both independently and in a team.

Special Job Requirements:

Will require some afterhours work from time to time, e.g. field trips etc.

Organisational Chart:

Organisational chart coming soon.

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](#).
- 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.

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.