

POSITION DESCRIPTION

Academic Positions

(In addition to the Position Classification Standards)

| | | | |
|-------------------|---|----------------------|--------------------|
| Position Title: | Lecturer/Senior Lecturer in Human Anatomy | Level: | B/C |
| Faculty/Division: | Faculty of Science Medicine and Health | Department/Location: | School of Medicine |

Primary Purpose of the Position:

The primary role of this position is to contribute to the range of subjects in the areas of human anatomy and physiology offered within the Discipline of Medical & Exercise Science, School of Medicine. In addition to teaching, the successful applicant will be expected to actively contribute to research within the School. Research that will lead to productive collaborations with current academic staff is particularly encouraged

Position Environment:

The Faculty of Science, Medicine and Health (SMAH) is committed to quality outcomes delivered via a sustainable model where development and innovation are key elements of all that we do. SMAH is one of UOW's five faculties and incorporates the Schools of Chemistry, Biological Sciences, Earth and Environmental Science, Nursing and Midwifery, and the School of Medicine.

The School of Medicine (SOM) offers the MBBS, as well as courses in Exercise Science and Rehabilitation, Medical and Health Sciences, Nutrition and Dietetics, and Health Sciences (Indigenous Studies), and comprises the Graduate School of Medicine, the Discipline of Medical & Exercise Science, and the Discipline of Nutrition & Dietetics. This structure provides opportunities for cross-disciplinary teaching and research.

The position will be located within the Discipline of Medical & Exercise Science, which offers courses of study in Medical & Health Science, Exercise Science & Rehabilitation, and Clinical Exercise Physiology. Our programs allow students to choose professionally accredited courses in Exercise Science and Exercise Physiology that focus on developing discipline-specific knowledge and skills, or courses that provide a more broadly based University education in the medical sciences underlying human health. All courses are underpinned by a strong commitment to scientific principles, and access to state-of-the-art The Faculty of Science, Medicine and Health (SMAH) is committed to quality outcomes delivered via a sustainable model where development and innovation are key elements of all that we do. SMAH is one of UOW's five faculties and incorporates the Schools of Chemistry, Biological Sciences, Earth and Environmental Science, Nursing and Midwifery, and the School of Medicine.

Major Accountabilities/Responsibilities:

| Responsibilities | | Outcome |
|------------------|--|--|
| 1. | Deliver high quality undergraduate teaching in human anatomy and ability to teach into human physiology and other relevant areas within the Discipline of Medical & Exercise Science | Increased student satisfaction, and preparation of students to progress to other subjects/vocational goals |
| 2. | Subject coordination in human anatomy and physiology and other relevant areas within the Discipline of Medical & Exercise Science | Successful subject design and implementation |
| 3. | Independent and team research in an area of research excellence within the School of Medicine | Peer-reviewed publications |
| 4. | Opportunity to supervise research students and students undertaking research projects | Research student timely completions |
| 5. | Contribute to administration within the Discipline | Undertaking governance activities within the Discipline as required |
| 6. | Contribution to community engagement activities within the School | Interaction with community members |
| 7. | Supervisory roles: Communicate and consult with staff on workplace and staffing matters. | To foster direct relationships with staff and enhance engagement with the organisation. |
| 9. | Supervisory roles: Communicate and consult with staff on workplace and staffing matters. | To foster direct relationships with staff and enhance engagement with the organisation. |
| 10. | Observe principles and practices of Equal Employment Opportunity | To ensure fair treatment in the workplace |
| 11. | 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: | Discipline Leader, Medical & Exercise Science |
| The position supervises the following positions: | Research students |
| Other Key Contacts: | Head of School, School of Medicine |

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:

Discipline Meetings

Purpose & Frequency of contact

Discipline meetings for Medical & Exercise Science are held approximately once per month to keep members of the Discipline informed of curriculum needs/changes, student issues, research and other matters impacting on the Discipline/School/ Faculty

Key Challenges:

1. Coordinate core subjects with large student numbers
2. Develop new lecture materials, which integrate with lecture material in other subjects across the School of Medicine

3. Maintain a research profile whilst performing teaching duties
4. Foster and supervise student research
5. Performing efficiently/effectively in designated governance roles

SELECTION CRITERIA – Knowledge, Education & Skills:

Essential:

- PhD in a relevant field, such as human anatomy
- Experience and demonstrated capacity for innovative and high quality teaching in human anatomy at a tertiary level, and the ability to contribute to the teaching of human physiology
- Experience and demonstrated capacity to successfully coordinate large (> 500 students) undergraduate subjects in human anatomy
- Ability to supervise Honours students and undergraduate student research projects
- Having research interests that would lead to collaborations with current academic staff within the Discipline of Medical & Exercise Science or staff in allied Disciplines
- Demonstrated ability to apply OH&S and EEO principles in an academic environment

Desirable:

- Evidence of a collegial approach to teaching that indicates the potential for team teaching
- Good organisational ability
- Willingness and ability to teach into a range of subjects within the Discipline of Medical & Exercise Science

Personal Attributes:

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

- An ability to work and interact amicably with colleagues in the School of Medicine
- Determination and dedication to tasks
- High level of self-management
- Willingness to learn and try new tasks
- Enthusiasm, advocacy and care for student learning
- High ethical and professional standards

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.