



POSITION DESCRIPTION

Academic Positions

(In addition to the Position Classification Standards)

Position Title:	Lecturer	Level: B
Faculty/Division:	Faculty of the Arts, Social Sciences and Humanities (ASSH)	
School/Unit:	The School of Liberal Arts (SOLA)	

Primary Purpose of the Position:

The position contributes to teaching within a liberal arts degree that is unique in Australia and the world. The appointee will contribute to teaching, in the form of lectures, tutorials and small classes, that focus centrally on great works of Western civilization. In the first instance, the appointee will be responsible for select 2nd and 3rd year subjects.

The appointee will contribute to the Faculty's research activities and enhance the research profile of the School of Liberal Arts. Responsibilities include subject coordination and delivery, administration, governance as well as supervision of honours and postgraduate research students both within the School and the wider Faculty of the Arts, Social Sciences and Humanities.

Position Environment:

The position will be located in the School of Liberal Arts (SOLA), which is one of seven schools within the Faculty of the Arts, Social Sciences and Humanities. The School is responsible for the delivery of the Bachelor of Arts in Western Civilisation.

Our BA in Western Civilisation, and suite of related degrees, constitute an original and distinctive liberal arts program – one that is balanced, forward-looking, and fit for the needs of a multi-cultural 21st century. It contributes to UOW's worldwide reputation for offering high-quality, personalized student experiences. A central ambition of our liberal arts degree is to instil the intellectual virtues related to the spirit of open questioning in all of our students. Our goal is to equip each of our students with the capacity to appreciate great works of art, literature, religion, science, politics, philosophy so that they can better reason about and evaluate possible answers to some of the most difficult and abiding questions of all time. In doing so, our students develop the social skills and virtues needed for civic participation in rational discussion and argument. They learn how to think – *and how to think well* – not what to think.

Research and scholarship underpin the curriculum and feed the School's general environment and ethos. Apart from possessing demonstrated expertise in the periods and topics to be taught, all staff are expected to take a research-informed philosophical stance on the degree's subject matter and related contemporary issues. A strong capacity for research and scholarship is expected of all staff in the School, supporting its ethos and intellectual cohesion. The Faculty already considerable research strengths in Philosophy, for which it received a 4-rating ('above world class') for ERA 2015 and 2018.

The Faculty has a strong reputation in both teaching and research across its schools and disciplines, reflected in demand for the Faculty's courses in Australia (Wollongong, South-Western Sydney, South Coast and Southern Highland campuses) and off-shore (Hong Kong, Dubai and South-East Asian institutions). The Faculty has significant local, national and international partnerships and aims to develop affiliations that strongly contribute to each School's robust research profile.

Major Accountabilities/Responsibilities:

Responsibilities		Outcome
1.	<p>Teaching:</p> <ul style="list-style-type: none"> • Coordinate, teach and assess in subjects offered by the School • Development of high quality, technologically enriched subject and course material • Preparation and delivery of lectures/tutorials/seminars • Design and develop subject outlines, class plans, assessment tasks and on-line learning activities for lectures/tutorials/seminars • Use appropriate technology and media to supplement and enhance teaching • Marking of assessment tasks • Consultation with students 	<p>Contribute to teaching at all subject levels; to enhance students' skills, knowledge and understanding.</p> <p>Deliver teaching and teaching materials in an efficient and timely manner; develop coherent curricula leading to successful student outcomes.</p>
2.	<p>Research:</p> <ul style="list-style-type: none"> • Maintain an active and thriving program of influential and impactful research, relative to career stage, leading to quality publications, strong citation rates, and the acquisition of competitive external project funding • Build and maintain local and international research networks • Supervision of Honours and postgraduate research projects 	<p>Contribute to the School, Faculty and University's research profile.</p>
3.	<p>Undertake administrative/governance functions including consultation with students, marking of assessments, attendance at Faculty/School events, School meetings and Faculty forums/committees as required.</p>	<p>Contribute to the administration of the School/Faculty as well as offering excellent service to students and other parties.</p>
4.	<p>Supervise casual staff as required, including moderation of assessment</p>	<p>Foster efficient and collegial operation of Campus activities.</p>
5.	<p>Contribute to School and Faculty marketing, recruitment and community engagement activities.</p>	<p>Improve the standing of the School/Faculty in the community.</p>
6.	<p>Communicate and consult with staff on workplace and staffing matters.</p>	<p>To foster direct relationships with staff and enhance engagement with the organisation.</p>
7.	<p>Observe principles and practices of Equal Employment Opportunity</p>	<p>To ensure fair treatment in the workplace</p>
8.	<p>Comply with WHS responsibilities, accountabilities and authorities as outlined in the http://staff.uow.edu.au/ohs/commitment/responsibilities/ document</p>	<p>To ensure a safe working environment for self & others.</p>

Reporting Relationships:

Position Reports to:	Executive Dean, via Head of the School of Liberal Arts
Position supervises the following positions:	Supervision may be required of Casual Academic staff, HDRs/Post-Docs
Other Key Contacts:	Head of School School Manager Associate Deans Faculty Executive Manager

Key Relationships:

Contact/Organisation:	Purpose & Frequency of contact
Head of School	Primary supervisor – regular contact
School Manager	Administrative, student and staffing matters – regular contact
School of Liberal Arts	The position is located within the School of Liberal Arts, and the occupant is expected to participate in School's activities. The position entails regular contact with the School's administrative staff.
Faculty of the Arts, Social Sciences and Humanities	The School is part of the Faculty of the Arts, Social Sciences and Humanities and the occupant of the position is expected to take part in Faculty activities.

Key Challenges:

- High quality teaching, development and coordination of subjects across all levels
- Active participation in the teaching culture of the School and Faculty through team teaching, tutoring and the flexible delivery of subjects
- Enhance the research profile, activities and ethos of the School, in light of its existing strengths
- To conceive, seek funding for and conduct research projects resulting in quality outputs and impactful research
- Attract and supervise research students

SELECTION CRITERIA:

Essential:

- Strong Liberal Arts or Humanities credentials with a relevant PhD in Literature and/or Classics, with some working knowledge of/background in philosophy - as required to fulfil specific teaching needs.
- Capacity to deliver specific subjects within our BA in Western Civilisation curriculum
- Capacity to teach via the Socratic method in degree focusing on ‘great works’
- Evidence of excellent, effective, innovative teaching
- Capacity to develop and utilise technology-enhanced teaching and web-based material to enhance learning outcomes for students
- Ability and willingness to supervise honours and higher degree research students
- Evidence of potential to produce influential, high quality publications and an active, forward-looking, impactful research program
- Evidence of potential for acquiring research funding, including from major, competitive external research bodies nationally or internationally
- Strong interpersonal skills, including the ability to develop effective working relationships and links with colleagues at all levels in the University
- Knowledge of Equal Employment Opportunity and diversity principles

Desirable:

- A positive, collegial and forward-looking attitude towards this unique educational enterprise
- Experience working in a team-teaching environment
- Demonstrated understanding of academic administration and tertiary education policy
- Clear research track record in areas that fit with and can enhance existing research strengths in the School by complementing and diversifying them.

Personal Attributes:

- 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
- A strong commitment to fairness, equal opportunity and diversity

Special Job Requirements:

- Must be flexible with working hours, including evenings and weekends
- Ability to travel to regional or other UOW campuses within Australia

Organisational Chart:

FACULTY OF THE ARTS, SOCIAL SCIENCES AND HUMANITIES

Executive Dean
Professor Glenn Salkeld

SCHOOLS

School of
Liberal Arts

School of
Education

School of Health
and Society

School of the
Arts, English and
Media

School of
Psychology

School of
Humanities and
Social Inquiry

School of
Geography and
Sustainable
Communities

Early Start

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.



POSITION CLASSIFICATION STANDARD - Teaching and Research

Title: Lecturer

Level: B

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.