



POSITION DESCRIPTION

Academic Positions

(In addition to the Position Classification Standards)

Position Title: Lecturer/Senior Lecturer

Level: B/C

Faculty/Division: Business and Law

Department/Location: ANCORS

Primary Purpose of the Position:

To undertake research and teaching support to the ANCORS programs, including short courses

Position Environment:

The Australian National Centre for Ocean Resources and Security (ANCORS) is Australia's only multidisciplinary university-based centre dedicated to research, education and training on ocean law, maritime security and natural marine resource management. This position will ensure the successful delivery of ANCORS teaching programs, including short courses, and to undertake research.

Major Accountabilities/Responsibilities:

Responsibilities		Outcome
1.	Provide research and teaching support to various teaching and short course programs undertaken within ANCORS.	Successful delivery of contract requirements
2.	Assist with reports and publications in respect of ANCORS research projects and consultancies funded by various government agencies	Completion of reports and publications as required
3.	Prepare and deliver lectures and seminars. Conduct tutorials, practical classes, demonstrations, workshops, student field excursions, clinical sessions and/or studio sessions. This includes initiating, developing and producing subject/teaching materials.	Students are provided with high quality educational experiences and materials
4.	Consult with students.	Quality student experience and support is delivered.
5.	Supervise the program of study of postgraduate students engaged in course work and/or supervision of postgraduate research projects.	Research and coursework students are well supported.
6.	Marking and assessment primarily connected with subjects in which the academic teaches.	Students are fairly assessed on their progress in a timely manner

7.	Undertake administrative functions the majority of which are connected with subjects in which the academic teaches.	Subjects are well organised and administered, leading to a quality student experience
8.	Build profile of ANCORS as a research centre through innovative research projects and academic publications	Effective collaboration with ANCORS colleagues
9.	Observe principles and practices of Equal Employment Opportunity	
10.	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:	Professor Stuart Kaye, Director, ANCORS
The position supervises the following positions:	N/A
Other Key Contacts:	

Key Challenges:

1. Ensuring delivery of contract outputs in a timely fashion
2. To publish in recognised academic journals

Selection Criteria:

- A thorough skills base and track record in research, writing and communication to support research in ocean law and policy.
- Possession of a relevant Doctoral qualification or significant professional experience coupled with demonstrated progress towards the completion of a Doctoral qualification relevant to the field
- Demonstrated skills relevant to subject and teaching delivery
- Demonstrated participation/capacity to participate in Governance and Service activity both within the University and external bodies (eg professional associations)

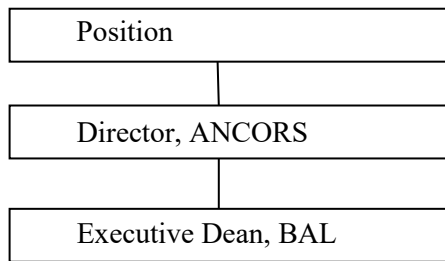
Personal Attributes:

Demonstrated experience and track record in ocean law and policy; honesty and collegiality; attention to detail; flexibility

Special Job Requirements:

International travel will be necessary.

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.