



FACULTY OF SCIENCE, MEDICINE AND HEALTH

POSITION DESCRIPTION

Academic Position (*in addition to the Position Classification Standards*)

Position Title: Lecturer or Senior Lecturer in Cell and Molecular Bioscience
Level: Level B or C
Faculty/Division: Faculty of Science, Medicine and Health (SMAH)
School/Unit: School of Chemistry and Molecular Bioscience (SCMB)
Location: Wollongong Campus

Primary purpose of the position:

The incumbent of this position is required to:

- Conduct independent, high-quality research and quality teaching primarily in the area of Structural Biology. with particular focus on cryo-electron microscopy (cryo-electron microscopy) and single-particle image reconstruction, as it relates to the fields of Protein Biochemistry, Molecular Biophysics, and/or Cell and Molecular Biology.
- Translate their research toward outcomes in human health and disease.
- Have teaching expertise that will complement existing research strengths within the School of Chemistry and Molecular Bioscience, especially in Cell and molecular biology.
- Desirable skills include the ability to develop a vibrant research program that capitalises on the world-class infrastructure at the University of Wollongong, which includes the cryo-electron microscopy facility and single-molecule microscopy.
- Supervise Honours and higher degree research (Masters and/or PhD) students and pursue an active, externally-supported, research program, as well as to contribute to School and Faculty level governance and administration.
- Expected to be emerging as an outstanding researcher in their field who will enhance the research and teaching profile of the School of Chemistry and Molecular Bioscience and the Faculty of Science, Medicine and Health.

Position Environment:

The University of Wollongong is a leading Australian university with a history of outstanding achievements in teaching and learning, research, and community engagement. It is fundamentally committed to providing our diverse body of students with an engaging world class and internationally oriented learning experience. The success of this commitment is demonstrated by enviable results in preparing students for the challenges of future study and workplace environments.

The University recognises the collective nature and interconnectedness of Aboriginal and Torres Strait Islander families and communities and offers generous working conditions in a great location, with sociable hours, family friendly policies, flexible work practices and culturally sensitive leave provisions, including cultural and ceremonial leave. Further support for advancing equity, diversity and inclusion (EDI) at the University include: a 'Primary Carer Return to Work Grant' that provides flexible funding to primary carers returning from parental leave; an active Ally network supporting gender, sex and sexuality diverse staff and students; a Disability Inclusion Network for staff; EDI training and resources for all staff members; and an EDI governance structure that ensures action on EDI is embedded at all levels of the university.

The Faculty of Science, Medicine and Health (SMAH) comprises the Schools of Chemistry and Molecular Biosciences; Earth, Atmospheric Life Sciences; Medical, Indigenous and Health Sciences; Nursing; and the Graduate School of Medicine. With such a diverse science and health focus, SMAH is positioned to be a major force in connected and science-embedded education and translational science, medical and health research in Australia. Empowered by first-class teaching, driven by active research, and committed to advancing equity, diversity and reconciliation, this Faculty combines the very best of science, with strong capacity for translation to our global communities' needs and aspirations.

The School of Chemistry and Molecular Bioscience (SCMB) teaches and conducts research in many disciplines of Chemistry and Molecular Bioscience. SCMB staff have global research connections providing multi-faceted opportunities for knowledge growth and development. The majority of School academic staff are members of the Molecular Horizons research institute, a major research initiative at UOW which provides an interdisciplinary environment to conduct molecular research. Underpinned by a strong institutional culture of creativity, innovation and collegiality, Molecular Horizons cultivates highly integrated research programs to deliver outcomes of increased scale, scope and impact.

SMAH Values Statement:

The Faculty of Science Medicine and Health has a values statement which provides the foundation for Faculty culture: We act with integrity and transparency, and we are supportive and collaborative. All staff members are expected to be guided by the Faculty values in performing their roles.

- **Integrity:** We act in everyone's best interests and make ethical decisions.
- **Transparency:** We are honest, reliable and willing to ask and answer questions.
- **Supportive:** We help each other thrive in a safe and positive work environment.
- **Collaborative:** We work together towards positive outcomes within and beyond the Faculty.

Major Accountabilities/Responsibilities:

Responsibilities		Outcome
1.	Coordination, teaching and assessment of undergraduate and postgraduate subjects offered by the School, as part of a team. Preparation and delivery of learning, teaching and assessment materials and use of moderation processes.	To ensure successful coordination, teaching assessment of subjects and delivery of the curriculum.
2.	Conduct high-quality and impactful research in the area of Structural Biology that complements the existing research strengths of the School of Chemistry and Molecular Bioscience.	Builds upon research potential and establishes a research track record. Remain research active in accordance with the Research Active Policy.
3.	Supervision and mentoring of honours/postgraduate research projects/students within the field of the staff member's area of research.	Research students are highly trained and well supported.
4.	To actively seek internal and external research funding to pursue an independently-driven research program that enhances the profile of the School, as well as to publish and disseminate research outcomes.	High quality and impactful research.
5.	Engage in academic governance through subject and course administration, governance roles and committees.	Academic governance complies with UOW policies, procedures and codes.
6.	Build and maintain local and international research networks.	Research efforts are collaborative and effective.
7.	Demonstrate active and constructive participation in School Governance and Service activities. This includes in School and/or Faculty meetings, and (where appropriate) assistance with outreach activities.	To contribute to the enhancement of a highly collaborative and cohesive

		culture within the School.
8.	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.	Observe principles and practices of Equal Employment Opportunity	To ensure fair treatment in the workplace
10.	Maintain 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 and others.

Reporting Relationships:

Position Reports to:	Head of School, School of Chemistry and Molecular Bioscience
The position supervises the following positions:	Nil
Other Key Contacts:	SCMB Executive, Executive Dean, Molecular Horizons Director, SMAH Executive

Key Relationships

Contact/Organisation Purpose and Frequency of Contact

Head of School and School Executive	Reporting relationship, regular contact
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Key Challenges

- Engaging in productive high-quality independent research that enhances the research profile, activities and ethos of the School, and complements existing strengths.
- Contributing to multi-disciplinary research across the School/Faculty.
- High quality coordination, teaching and curriculum development of undergraduate and postgraduate subject(s) across all levels.
- Working effectively and efficiently with professional, academic and industry colleagues.

SELECTION CRITERIA

Essential:

- Completed PhD and Postdoctoral (or equivalent) experience and expertise in Structural Biology, and in particular cryo-electron microscopy and single-particle analysis, as it relates to the fields of Protein Biochemistry, Molecular Biophysics, and/or Cell and Molecular Biology.
- Outstanding track record of scholarly activities relative to career stage, including high-quality impactful publications. Ability and willingness to supervise honours and higher degree research students.
- Capacity to develop (Level B) or continue (Level C) a research program that attracts external funding, including from major competitive external funding bodies, and that complements existing research strengths within the School.
- Demonstrated experience to work collaboratively with multidisciplinary research teams and projects to produce impactful research outcomes.
- Emerging (Level B) or demonstrated (Level C) capacity to deliver high quality teaching within the subjects offered by the School.

- Demonstrated understanding of and commitment to WH&S, Risk Management, Quality Assurance and EED principles as they relate to this position. Demonstrated commitment to applying culturally respectful and safe practices in the workplace and demonstrating respect and inclusiveness of diverse people in all work practices.

Desirable:

- Capacity to develop or continue a research program that capitalises on the existing world-class infrastructure at the University of Wollongong, which includes the cryo-electron microscopy facility.

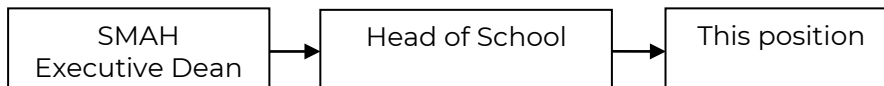
Personal Attributes:

- Good interpersonal and organisational skills.
- Collegial and a productive team member.
- Ability to uphold academic integrity in terms of delivery, content and support in teaching to a high level.
- Willingness to adopt novel methods of delivery of teaching material and to adapt their approach to teaching over time.
- Ability to work to deadlines.
- Ability to work with students of differing culturally diverse backgrounds and adapt to their differences and empathise with them.

Special Job Requirements:

- May be required to work out of standard hours or work at locations other than UOW main campus.
- Ability to travel overseas.

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.

Position Classification Standards – “Teaching and Research” Staff Members

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

Level B - Lecturer

General Standard

1. 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 his/her scholarly, research and/or professional activities relevant to the profession or discipline.

Specific Duties

2. Specific duties required of a Level B academic may include:

- a. the conduct of tutorials, practical classes, demonstrations, workshops, student field excursions, clinical sessions and studio sessions.
- b. initiation and development of subject material.
- c. acting as subject coordinators;
- d. the preparation and delivery of lectures and seminars;
- e. supervision of the program of study of Honours students or of postgraduate students engaged in course work;
- f. supervision of major Honours or postgraduate research projects;
- g. the conduct of research;
- h. involvement in professional activity;
- i. development of course material with appropriate advice from and support of more senior staff;
- j. marking and assessment;
- k. consultation with students;

l. a range of administrative functions the majority of which are connected with the subjects in which the academic teaches;

m. attendance at departmental and/or faculty meetings and/or membership of a number of committees.

Skill Base

3. 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.

Level C- Senior Lecturer

General Standard

1. A level C academic is expected to make significant contributions to the teaching effort of a department, school, faculty or other organisational unit or an interdisciplinary area. An academic at this level is also expected to play a major role in scholarship, research and/or professional activities.

Specific Duties

2. Specific duties required of a Level C academic may include: a. the conduct of tutorials, practical classes, demonstrations, workshops, student field excursions, clinical sessions and studio sessions;

b. initiation and development of course material;

c. course co-ordination;

d. the preparation and delivery of lectures and seminars;

e. supervision of major Honours or postgraduate research projects;

f. supervision of the program of study of Honours students and of postgraduate students engaged in course work;

g. the conduct of research;

h. significant role in research projects including, where appropriate, leadership of a research team;

i. involvement in professional activity;

j. consultation with students;

k. broad administrative functions;

l. marking and assessment;

m. attendance at departmental and/or faculty meetings and a major role in planning or committee work.

Skill Base

3. A Level C academic will normally have advanced qualifications and/or recognised significant experience in the relevant discipline area. A position at this level will normally require a Doctoral qualification or equivalent accreditation and standing. In determining experience relative to qualifications, regard shall be had to teaching experience, experience in research, experience outside tertiary education, creative achievement, professional contributions and/or to technical achievement. In addition a position at this level will normally require a record of demonstrable scholarly and professional achievement in the relevant discipline area.