



## POSITION DESCRIPTION

### Academic Positions

*(In addition to the Position Classification Standards)*

Position Title:	Lecturer	Level:	B
Faculty:	Faculty of Social Sciences	School:	School of Health and Society

#### Primary Purpose of the Position:

This position will contribute to teaching, research, research training and community engagement in the social work program in the School of Health and Society.

You will contribute to the development of innovative and world class social work research and teaching programs, achieved through collaborative research projects with academic colleagues, community and industry partners; innovative curricula that meet TEQSA and professional accreditation standards; effective partnerships with the community, social work professionals, government and non-government agencies and professionals; and productive collaborative arrangements across the university with academic colleagues and research institutes. You will have specific responsibility for teaching and coordination of social work subjects. Social work subjects are grounded in practice and there is close collaboration with the professional community in the Illawarra, South Western Sydney and the Shoalhaven regions.

Your teaching responsibilities will require scholarly approaches to content delivery and practice development, and application of evidence-based pedagogy and methods (including flexible delivery, e-learning and inclusive practice).

#### Position Environment:

UOW 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 has also established a strong research profile and an outstanding record of achievement in research performance and intensity over the last decade.

The Faculty of Social Sciences is composed of the School of Education, the School of Geography and Sustainable Communities, the School of Health and Society, and the School of Psychology.

The School of Health and Society is a dynamic, inter-disciplinary community of health and social science scholars of national and international standing with a goal to change society for the better. It comprises four disciplines – Criminology and Social Policy, Public Health, Social Work, and Work Health and Safety – and two research units – PowerLab and the Australian Centre for Engagement, Evidence and Values. A number of staff are also members of Early Start, the most sophisticated early childhood teaching, research and community engagement initiative undertaken in Australia.

We work inclusively with communities, policy-makers, practitioners, industries, key stakeholders and publics to explore how practices, policies and structures contribute to cycles of poor health, social disadvantage and injustice.

The School's research is focused around 5 themes: Ageing in a social context; Global Indigenous knowledges and decolonization; Preventing and managing chronic conditions; Understanding and preventing violence; and Safety @ work and in the community.

Our students analyse and address real world social and health problems on campus, on-line and in workplaces. We offer undergraduate and postgraduate programs in social work, social sciences (social policy and criminology), public health, and work health & safety, and occupational hygiene.

As academics, practitioners, activists and students, our vision is to transform society and empower people to lead fulfilling, healthy and safe lives. This position offers a unique opportunity to contribute to research, teaching and community and industry engagement across a group of vibrant and expanding disciplines.

### Major Accountabilities/Responsibilities:

Responsibilities		Outcome
1.	Use up to date professional expertise and research based evidence to work with academic staff in the development, implementation and evaluation of innovative Social Work curricula that meet TEQSA and relevant professional accreditation standards.	As directed by the Head of Discipline:- Take a collaborative role in subject coordination; Co-ordinate subjects and perform related academic administration; Prepare and deliver subject material for online delivery, lectures, practicals, workshops, workplace learning, projects and seminars; Prepare and deliver professional practice material for workshops, simulation laboratories, field education learning activities and projects; Conduct subject reviews & prepare related course approval applications for subject changes; Mark subject assignments; Ensure subjects have up to date content and pedagogical approaches; Advise on course content, evidence based research and practice in areas of expertise; Perform other roles consistent with the University of Wollongong Code of Practice- Teaching & Learning.
2.	Conduct collaborative research projects with academic colleagues, community and industry partners;	Collaborate on research projects in areas of expertise and areas of strength in the School of Health and Society at the University of Wollongong; Develop research capacity and productivity through continued professional development; Disseminate research and enhance the research reputation of social work.
3.	Promote awareness of the program and higher degree research opportunities to prospective students, industry, accrediting body, the community, government and non- government organisations; liaise with stakeholders to assure and improve course and higher degree research quality.	Participation in relevant professional and sector bodies and events; As directed and in consultation with colleagues, participation in university community and professional engagement activities; Maintain up-to-date industry/ professional/ community networks and practice through scholarship, professional networks and community links.

4.	Provide student-centred academic advice that ensures consistent and equitable implementation of university policies and School procedures	Maintain familiarity with up to date academic administration policies relevant to the student experience; Implement University policy, programs, School procedures and support strategies for all students and in particular at-risk students; Provide regular and responsive student academic and practice advice through consultation and written advice; Provide regular advice through seminars and individual discussions; Advise the Academic Program Director and/or Head of Discipline on student, professional and course matters.
5.	Engage in academic governance through subject and course administration, committees and project roles.	Engage in committees, and in roles within and outside social work that help assure and promote quality in academic and research activities and student outcomes in the School and Faculty.
6.	Supervisory roles: Communicate and consult with staff on workplace and staffing matters.	To foster direct relationships with staff and enhance engagement with the organisation.
7.	Observe principles and practices of Equal Employment Opportunity	To ensure fair treatment in the workplace
8.	Have WH&S responsibilities, accountabilities and authorities as outlined in the <a href="http://staff.uow.edu.au/ohs/commitment/responsibilities/">http://staff.uow.edu.au/ohs/commitment/responsibilities/</a> document	To ensure a safe working environment for self & others.

### Reporting Relationships:

Position Reports to:	Head of Discipline, Social Work
The position supervises the following positions:	N/A
Other Key Contacts:	Academic Program Director, Bachelor of Social Work Academic Program Director, Master of Social Work Qualifying Course Coordinators of related and other programs/disciplines

### Key Relationships:

#### Contact/Organisation:

Head of Discipline, Social Work  
Academic Program Directors  
Head, School of Health and Society  
Head of Students  
Course Coordinators of related/other discipline programs

#### Purpose & Frequency of contact

Primary supervisor – regular contact  
Direction and support – regular contact  
Direction and support – as needed  
Student matters – as needed  
Program matters – as needed

### Key Challenges:

1. Development of subject content and delivery and teaching of subjects across campuses and undergraduate and postgraduate courses whilst maintaining quality, innovation and flexibility in educational approaches
2. Mentoring and supporting students from a wide variety of backgrounds
3. Maintaining professional and sector relevance and up to date networks and understanding of the evidence base of subjects
4. Engaging in productive research relevant to industry/community and the program
5. Working effectively and efficiently with professional, academic and industry colleagues

## **SELECTION CRITERIA:**

### **Essential:**

- Relevant PhD or Masters degree, substantial progress towards a PhD or demonstrated equivalent experience
- Proven practice experience in social work field education, human services or related area
- Research knowledge, skills, and experience demonstrated through working and collaborating in research teams, research student supervision, record of publications and research that will complement and actively build on existing research strengths in the social work program, Health and Society and wider research initiatives
- Proven experience and knowledge in the following teaching principles:
  - Innovative and high quality teaching
  - Teaching in a tertiary or professional education environment
  - A record of effective subject and/or course implementation or equivalent
- Sound understanding of social work principles in methods and fields of social work, and a capacity to develop teaching and work-based learning and research into these areas
- Demonstrated practice experience in fields and/or methods of social work practice
- Established professional networks in social work and health or human services sector, and demonstrated capacity to develop new collaborative relationships
- Eligible for membership of AASW and a minimum of five years' post-qualifying practice experience

## **Personal Attributes:**

- Strong and effective communication skills
- Highly organised particularly relating to project management/academic (or other) administration
- Committed to working within teams in a dynamic environment
- Personable and committed to developing and promoting effective relationships with colleagues and the able to relate confidently and credibly with a wide range of external agencies including government, industry and local communities
- Flexible, and able to meet deadlines
- Motivated to developing program evaluation skills and disseminate findings
- Willingness to engage in academic administration, student advising and case management

## **Special Job Requirements:**

- May be required to work/teach outside of standard business hours and teach across campuses.
- This position has been classified as “child-related work”. In accordance with relevant legislation, prohibited persons are not permitted to apply for positions that are classified as “child-related work”. Accordingly, candidates will be required to undertake a Working with Children Check, identity verification and referee checks as part of the recruitment process. For more information on how to apply for the clearance, please visit the Office of the Children's Guardian website <http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check>

## **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.