



POSITION DESCRIPTION

Academic Positions

(In addition to the Position Classification Standards)

Position Title:	Associate Lecturer (Teaching Intensive)	Level:	A
Faculty:	Faculty of Social Sciences	School:	Health and Society

Primary Purpose of the Position:

This position will contribute to teaching 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 teaching programs, achieved through 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 with academic colleagues. The position will have specific responsibility for development, teaching and coordination of social work subjects.

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.	Promote awareness of the program 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.
3.	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.
4.	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 activities and student outcomes in the School and Faculty.
5.	Observe principles and practices of Equal Employment Opportunity	To ensure fair treatment in the workplace
6.	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:	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. Working effectively and efficiently with professional, academic and industry colleagues

SELECTION CRITERIA:

Essential:

- Social work qualification and post graduate degree or substantial progress towards post graduate degree in relevant field or demonstrated equivalent experience
- Practice experience in social work, human services or related area
- 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
- Understanding of social work principles in methods and fields of social work, and a capacity to develop teaching and work-based learning into these areas
- Practice experience in fields and/or methods of social work practice
- Established professional networks in social work or human services sector
- Eligible for membership of AASW and a minimum of five years' post-qualifying practice experience

Personal Attributes:

- 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:

- Teaching intensive position
- 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: Associate Lecturer

Level: A

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.**

- General Standard
- Specific Duties
- Skill Base

General Standard

A Level A Academic is expected to make contributions to the teaching effort of the institution, particularly at undergraduate and graduate diploma level and to carry out activities to develop her/his scholarly, research and/or professional expertise relevant to the profession or discipline.

Specific Duties

Specific duties required of a Level A Academic may include

- The conduct of tutorials, practical classes, demonstrations, workshops, student field excursions, clinical sessions and/or studio sessions.
- The preparation and delivery of lectures and seminars provided that skills and experience demonstrate this capacity.
- The conduct of research.
- Involvement in professional activity.
- Consultation with students.
- Marking and assessment primarily connected with subjects in which the academic teaches.
- Production of teaching materials for students for whom the academic has responsibility.
- Development of subject material with appropriate guidance from the subject or course coordinator.
- Limited administrative functions primarily connected with subjects in which the academic teaches.
- Acting as subject coordinators where skills and experience demonstrate this capacity.
- Attendance at departmental and/or faculty meetings and/or membership of a limited number of Committees.

A Level A Academic will not be required to teach primarily in subjects which are offered only at Masters level or above.

A Level A Academic shall work with support and direction from academic staff classified at Level B and above and with an increasing degree of autonomy as the academic gains in skill and experience.

The most complex levels of subject coordination should not be carried out by a Level A Academic.

Skill Base

A Level A academic will normally have completed four years of tertiary study in the relevant discipline and/or have equivalent qualifications and/or professional experience. In many cases a position at this level will require an honours degree or higher qualifications, an extended professional degree, or a three year degree with a postgraduate diploma. 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 contributions to technical achievement.