



## POSITION DESCRIPTION

### Academic Positions

*(In addition to the Position Classification Standards)*

Position Title: Lecturer in Social Work (Aboriginal and Torres Strait Islander perspectives)

Level: A (0.5 FTE)

Faculty: Faculty of Social Sciences

School: School of Health and Society

#### **Primary Purpose of the Position:**

This position primarily contributes to teaching, research and research training, and community engagement in the School of Health and Society with a particular emphasis on social work education and research. The role will share leadership of Aboriginal and Torres Strait Islander initiatives within the School. This is a permanent position that is both teaching and research focussed. Opportunities exist for a scholarship to undertake a PhD alongside this role for candidates who do not yet have a post-graduate research qualification.

The position will contribute to the development of innovative and world class 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, government and non-government agencies and professionals; and productive collaborative arrangements across the university with academic colleagues and research institutes. The position will have specific responsibility for teaching and coordination of social work subjects and involve collaboration with communities in the Illawarra and the Shoalhaven regions.

The position's teaching responsibilities will require scholarly approaches to content delivery and skill 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 was created following the Faculty restructures in 2013. The Faculty of Social Sciences includes the School of Education, the School of Psychology, the School of Health and Society and the School of Geography and Sustainable Communities.

Within the School of Health and Society, undergraduate and postgraduate programs are offered in public health, occupational health and safety, occupational hygiene, social sciences (with specialisations in criminology and social policy) and social work.

## Major Accountabilities/Responsibilities:

Responsibilities	Outcome
<p>1. Use up to date professional expertise and research based evidence to work with academic staff in the development, implementation and evaluation of innovative curricula that meet TEQSA and relevant professional accreditation standards.</p>	<p>As directed by the Head of School:-            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;            Lead the development and implementation of Indigenous coursework            Integrate Aboriginal and Torres Strait Islander perspectives across the spectrum of subjects.            Conduct subject reviews &amp; 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 &amp; Learning.</p>
<p>2. Conduct collaborative research projects with academic colleagues, community and industry partners;</p>	<p>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 the School and its units.</p>
<p>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.</p>	<p>Participation in relevant professional and sector bodies and events;            As directed by the Head of School 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.</p>
<p>4. Provide student-centred academic advice that ensures consistent and equitable implementation of university policies and School procedures</p>	<p>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 program leader and/or Head of School on student, professional and course matters.</p>
<p>5. Engage in academic governance through subject and course administration,</p>	<p>As directed by the Head of School, engage in committees, and in roles within and outside the School that help assure</p>

	committees and project roles.	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 Social Work
The position supervises the following positions:	N/A
Other Key Contacts:	Other Aboriginal academic staff in the School Academic Program Director, Bachelor of Social Work Academic Program Director, Master of Social Work Qualifying Members of the Social Work Discipline Course Coordinators of related programs/ disciplines

### Key Challenges:

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

### SELECTION CRITERIA:

#### Essential:

- Being of Aboriginal and/or Torres Strait Islander descent is a genuine occupational requirement for this position under relevant anti-discrimination legislation.
- Eligibility for membership of the Australian Association of Social Work and a minimum of three years' post-qualifying practice experience
- Understanding of social work principles in methods and fields of social work
- Capacity for innovative and high quality teaching, with experience teaching in a tertiary or professional education environment, and student supervision
- Masters level qualification or PhD, or equivalent experience or willingness to enrol in post graduate research qualification
- Demonstrated high level understanding of the contemporary issues facing Aboriginal and Torres Strait Islander peoples and the impacts these issues have on Aboriginal and Torres Strait Islander societies and cultures

- Demonstrated high level ability to communicate sensitively and effectively with Aboriginal and Torres Strait Islander peoples and established networks within the Aboriginal and Torres Strait Islander community and in the social work or human services sector.
- Ability to work flexibly, without close supervision and meet deadlines and demonstrated professional communication and organisational skills particularly relating to project management/academic (or other) administration

### **Personal Attributes:**

- Strong and effective communicator
- Personable and committed to developing and promoting effective relationships with colleagues
- Confidence and credibility in dealing with a wide range of external agencies including government, industry and local communities
- Motivated to developing own and others' research skills and knowledge
- Flexible and innovative
- Willingness to engage in academic administration, student advising and case management

### **Special Job Requirements:**

- *This position is identified for Australian Indigenous people, pursuant to section 14 (d) of the NSW Anti-Discrimination Act. UOW considers that being of Aboriginal and/or Torres Strait Islander descent is a genuine occupational qualification or requirement for this position under relevant anti-discrimination legislation.*
- Willingness to teach outside of standard business hours and across UOW campuses.

### **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.