



UNIVERSITY
OF WOLLONGONG
AUSTRALIA

Position Description

ACADEMIC

In addition to Position Classification Standards as defined by the [Academic Staff Position Classification Policy](#)

Position Title	Associate Lecturer, Social Work
Level	A
Position Classification/Nomenclature	Teaching Intensive - Associate Lecturer
Substantive Workload <i>Note: The annual workload may vary in accordance with the relevant provisions of the Academic Enterprise Agreement</i>	Learning and Teaching (70%) Governance and Service (30%)
Faculty/Portfolio	Faculty of the Arts, Social Sciences and Humanities
School/Division	School of Social Sciences
Main Location(s)	Wollongong Campus and/or Liverpool Campus
Delegations (if applicable)	This position may carry delegations in accordance with the UOW Delegations of Authority as amended from time to time.

Primary Purpose of the Position

The Associate Lecturer is responsible for undertaking teaching, including delivery of lectures, tutorials, seminars, practicals, labs, workshops and/or other teaching activities, as well as assessment marking and student consultation. This position offers a unique opportunity to contribute to teaching and student engagement.

Position Environment

The Faculty of the Arts, Social Sciences and Humanities (ASSH) includes the School of Education, Early Start, the School of Psychology, the School of Social Sciences, the School of Liberal Arts, the School Humanities & Social Inquiry, and the School of Arts, English and Media. ASSH brings people and place to life and from that our desire to think, examine, express and create, to act collectively for positive social change. As a faculty that is our purpose – to provide the foundation and inspiration for living and to work towards a better life for everyone, particularly those who are most vulnerable in society. We empower individuals with the knowledge and skills like creative problem-solving, analytical thinking, communication and practical expertise to make positive personal choices in daily life. We influence structures, systems and institutions that impact on how people lead their lives and empower communities through social change.

The School of Social Sciences 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. The School of Social Sciences comprises five disciplines – Social Work, Criminology, Justice and Social Policy, Public Health, Occupational Health and Safety, and Geography and Sustainability – and three research units – the Australian Centre for Engagement, Evidence and Values (ACHEEV), the Centre for Occupational, Public and Environmental Research in Safety & Health (COPERSH) and the Australian Centre for Culture, Environment, Society & Spaces (ACCESS). 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. As academics, practitioners, activists and students, our vision is to transform society and empower people to lead fulfilling, healthy and safe lives.

Major Accountabilities/Responsibilities

RESPONSIBILITIES	
1.	Prepare and deliver lectures and seminars. Conduct tutorials, practical classes, simulations, demonstrations, workshops, student field excursions, clinical sessions and/or studio sessions. This includes developing and producing subject/teaching materials with appropriate guidance from the subject or course coordinator.
2.	Consult with students for the purpose of teaching and learning.

3.	Marking and assessment primarily connected with subjects in which the academic teaches.
4.	Undertake administrative functions primarily connected with subjects in which the academic teaches.
5.	Demonstrate active and constructive participation in Governance and Service activities. This includes attendance at departmental and/or faculty meetings and/or membership of a limited number of Committees and community/professional engagement activities.
6.	Subject coordination and curriculum development as required.
7.	Maintain a standard and balance of performance across the core areas of academic work in accordance with the Academic Performance Framework.
8.	Act in accordance with university policies as amended from time to time, the Values in Action Framework of <i>Thrive Together, Pursue Excellence, Be Accountable and Lead with Integrity</i> , and our commitment to Equity, Diversity and Inclusion .
9.	WHS responsibilities, accountabilities and authorities as outlined in the WHS Framework .

Reporting Relationships and Other Key Contacts

Position reports to	Head of Discipline, Social Work
Positions supervised by this position	N/A
Other key contacts and stakeholders	Head of School Discipline Leaders School Academic Leadership School Manager

Essential Criteria

- Attainment of either a Bachelor of Social Work or a Master of Social Work (Qualifying).
- Minimum two years post-qualifying social work practice experience relevant to the field of teaching.
- Demonstrated skills/knowledge/social work experience relevant to the field of teaching.
- Demonstrated skills relevant to subject and teaching delivery.
- Strong interpersonal skills including the ability to develop effective working relationships with colleagues at all levels in the University.
- Demonstrated participation/capacity to participate in Governance and Service activity both within the University and external bodies (e.g. professional associations).

Special Job Requirements

- May be required to work outside of standard business hours or across campuses and research partner facilities.
- 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 and pass a Working with Children Check Clearance. For more information on how to apply for the clearance, please visit the Office of the Children's Guardian website <https://ocg.nsw.gov.au/working-children-check>
- This position is classified as Teaching Intensive.

Roles and Responsibilities in relation to Workplace Health and Safety and Equity, Diversity and Inclusion in the Workplace

The University of Wollongong is committed to providing a safe, inclusive, and equitable workplace for its workers, students and visitors. All members of the University community have a collective and individual responsibility to work safely, be engaged in activities to help prevent injuries and illness and create an equitable and inclusive environment.

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 [WHS Framework](#).
- Work in an inclusive environment, treating all colleagues, students and visitors with respect.

ADDITIONAL RESPONSIBILITIES FOR STAFF WITH SUPERVISORY RESPONSIBILITIES

- Uphold principles of equity, diversity and inclusion and foster a respectful workplace culture within your team.
- 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 [WHS Framework](#).

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 relevant work organisation; and
- Do the job without undue risk to your own or others health, safety and wellbeing at work.

If you have any injuries, illness, disorder, impairment, condition, disability 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.

