



UNIVERSITY
OF WOLLONGONG
AUSTRALIA

POSITION DESCRIPTION

Academic Positions

(In addition to the Position Classification Standards)

Position Title: Lecturer

Level: B

Faculty: A joint appointment between

Faculty of the Arts, Social Sciences and Humanities

School: Health and Society

Faculty of Engineering and Information Science

School: Mathematics and Applied Statistics

Primary Purpose of the Position:

This position will contribute to teaching, research, and community engagement in the School of Health and Society and School of Mathematics and Applied Statistics.

The role will contribute to the development of innovative and world class research and teaching programs, achieved through collaboration with academic colleagues, community and industry partners; innovative curricula that meet TEQSA and other professional standards; effective partnerships with the community, professionals and government and non-government agencies; and productive collaborative arrangements with academic colleagues. The position will have responsibility for the development and coordination of biostatistics and data science subjects for public health programs. 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. The incumbent's research profile will be nationally recognised and connected.

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.

This position is a joint appointment with the Schools of Health and Society (HAS), and Mathematics and Applied Statistics. 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. The School of Health and Society is one of seven Schools in the Faculty of the Arts, Social Sciences and Humanities. It comprises four disciplines – Criminology and Social Policy, Public Health, Social Work, and Occupational Health and Safety – and three research units – the Population Wellbeing and Environment Research Lab (PowerLab), the Australian Centre for Engagement, Evidence and Values and the Centre for Occupational, Public and Environmental Research in Safety & Health (COPERSH). COPERSH's vision is to address new, emerging and complex health and safety problems in occupational, public and environmental settings through collaborative research with university and industry partners.

The School of Mathematics and Applied Statistics (SMAS) is a vibrant and collegial community with a strong track record in research and teaching. The School is one of six Schools in the Faculty of

Engineering and Information Sciences, and incorporates the disciplines of Pure and Applied Mathematics and Applied Statistics. The school includes two major research groups: the National Institute for Applied Statistical Research Australia (NIASRA), and the Institute for Mathematics and its Applications. The position will be part of NIASRA, a highly performing research institute based at UOW. Currently NIASRA contains five research centres: the Centre for Bioinformatics and Data Science for sustainable primary industries; the Centre for Environmental Informatics; the Centre for Sample Survey Methodology, the Statistical Consulting Centre and the Centre for Health and Social Analytics. The creation of the Centre for Health and Social Analytics, the employment of the TIBRA Professorial Fellow and an increasing focus on Data Science and training represent a time of change and refocus. The roles advertised in the current position reflects this transition. NIASRA leads the implementation of the University's Data and Decision Science Initiative, part of the UOW strategic plan. This initiative focuses on improving the data literacy of our staff and students and our competitiveness in the Data Science space. NIASRA's objective is to achieve excellence in applied statistics and data science research by undertaking high-quality and high-impact research, consulting and professional education and training. It collaborates extensively with researchers both within UOW and externally.

At HAS, 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 researchers, we co-produce and communicate evidence. Our 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, online and in workplaces. We offer undergraduate and postgraduate programs in public health, social work, social sciences (social policy and criminology), occupational health & safety, and occupational hygiene. SMAS and NIASRA offer undergraduate and postgraduate programs with a focus on financial mathematics, applied statistics and data science and analytics.

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 connect 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 curricula that meet TEQSA and relevant professional standards.	Subjects have up to date content and pedagogical approaches consistent with accreditation requirements.
2.	Promote awareness of the school programs to prospective students, industry, accrediting bodies, 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 by the Head of Schools/Disciplines 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.	Conduct collaborative research projects with academic colleagues, community and industry partners.	Remain research active in accordance with the Research Active Policy.
4.	Consult with students.	Quality student experience and support is delivered
5.	Supervise the program of study of honours students or of postgraduate students engaged in course work and/or supervision of major honours or postgraduate research projects.	Research and coursework students are well supported.
6.	Marking and assessment primarily connected with subjects in which the academic teaches.	Students are fairly assessed on their progress in a timely manner
7.	Undertake broad administrative functions.	Subjects are well organised and administered, leading to a quality student experience
8.	Demonstrate active and constructive participation in Governance and Service activities. This includes attendance at departmental and/or faculty meetings/ events and/or membership of a limited number of Committees and community/professional engagement activities.	Make a positive contribution to the Faculty, University and professional/academic community.
9.	Acting as course and subject coordinator	Subjects are well organised and administered, leading to a quality student experience
10.	Observe principles and practices of Equal Employment Opportunity	To ensure fair treatment in the workplace
11.	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 the Discipline of Public Health (HAS) and Head of School (SMAS)
The position supervises the following positions:	N/A
Other Key Contacts:	Heads of Schools; Academic Program Directors; Discipline Leaders across Schools; Subject Coordinators of related/ other discipline/programs Director of NIASRA

Key Challenges:

1. Development of subject content and delivery and teaching subjects across public health programs whilst maintaining scientific rigour, 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 programs
5. Working effectively and efficiently with professional, academic and industry colleagues

SELECTION CRITERIA:

Essential

- A PhD or significant progress towards a PhD in a relevant field of biostatistics, data science, epidemiology or related discipline, or equivalent skills and experience
- Proven experience and knowledge in the following teaching principles:
 - Innovative and high quality teaching in face to face and online environments
 - Teaching in a tertiary or professional education environment
 - A record of effective subject implementation or equivalent
 - Experience in preparing and delivering courses to students/learners from disciplines such as public health, social and/or clinical backgrounds
- A research interest complementing and actively contributing to existing strengths in the School of Health and Society or School of Mathematics and Applied Statistics
- Programming skills in R and RStudio's R Markdown, as well as an ability to use a number of different statistical packages (e.g. R, Stata, SPSS)
- Established professional networks and/or demonstrated capacity to develop new collaborative relationships
- Engagement in research teams
- At least one semester of academic experience in an Australian university in the last 5 years

Personal Attributes:

- Strong and effective professional communication skills, including an ability to explain complex concepts in an accessible manner
- Excellent organisational skills, particularly relating to project management/academic (or other) administration
- Committed to working within interdisciplinary teams in a dynamic environment
- Personable and committed to developing and promoting effective relationships with colleagues and be able to relate confidently and credibly with a wide range of external agencies including government, industry and local communities
- Ability to work flexibly, without close supervision and meet deadlines

- Meticulous attention to detail and willingness to engage in academic administration, student advising and case management

Special Job Requirements:

May be required to work outside of standard business hours or across campuses and research partner facilities.

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.



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POSITION CLASSIFICATION STANDARD - Teaching and Research

Level: B
Title: Lecturer

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.