



## POSITION DESCRIPTION

### Academic Positions

*(In addition to the Position Classification Standards)*

Position Title: Lecturer / Senior Lecturer      Level: B / C  
Faculty/Division: Law, Humanities and the Arts      School: Law: Wollongong Campus  
South Western Sydney Campus

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

The University of Wollongong (UOW) is seeking to appoint highly motivated and energetic individuals with excellent records in legal teaching and research and the ability to contribute to the growing research profile of the Law School.

The successful candidate will teach across all levels of the Bachelor of Laws (LLB) degree and other law subjects offered by the School of Law. The role includes subject coordination, administrative and governance roles and responsibilities within the School of Law, and engagement with strategic priorities. Teaching takes place primarily at the University's Wollongong campus, but attendance may also be required for program delivery at UOW's campuses in Liverpool, Sydney, Southern Highlands, Shoalhaven, Bateman's Bay, Bega.

#### **Position Environment:**

The School of Law is part of the Faculty Law, Humanities and the Arts at the University of Wollongong. The School of Law was established in 1990 with a commitment to social justice, student-centred learning and small class teaching. Its programs comprise a Bachelor of Laws degree, a specialist postgraduate program in criminal practice, and broader law subject teaching in other UOW undergraduate and postgraduate courses. The School of Law has an excellent reputation for the quality of its legal scholarship, especially in the field of interdisciplinary legal research across law, society and culture through the School's Legal Intersections Research Centre (LIRC); it also has close connections to the Faculty and UOW's research strength in law and marine policy through the Australian National Centre for Ocean Resources and Security (ANCORS). The Australian Research Council's 2012 and 2015 Excellence in Research for Australia (ERA) results recognised that UOW's law researchers perform "above world standard" (a rating of 4).

The School of Law is one of three schools in the Faculty of Law, Humanities and the Arts which has significant local, national and international research linkages that contribute strongly to a robust research profile. The Faculty's strong reputation across its range of disciplines in research and teaching and learning is reflected in the demand for its courses in Australia (Wollongong; Sydney; South Coast and Southern Highland campuses and education centres) and off-shore (Dubai and South-East Asian institutions). In 2017 the University will operate from a new South Western Sydney Campus. This initiative represents a major, long-term commitment that is aligned with the Commonwealth Government's agenda of providing opportunities through a more accessible, competitive, sustainable and higher quality tertiary education system. The South Western Sydney Campus is committed to contribute more to society's needs by aligning our facilities with changes in centres of population, the demand driven system and emerging research priorities. The Bachelor of Laws will be a flagship course offered at the Western Sydney campus.

## Major Accountabilities/Responsibilities:

Responsibilities	Outcome
<p>1. Teaching: <b>(For Level B Appointments)</b></p> <ul style="list-style-type: none"> <li>• Coordinate, teach and assess in subjects offered by the School of Law.</li> <li>• Develop subject and course material with appropriate advice from and support of more senior staff.</li> <li>• Prepare and delivery of lectures/tutorials/ seminars</li> <li>• Develop subject outlines, class plans, assessment tasks and learning activities for lectures/ tutorials/seminars.</li> <li>• Use technology-enhanced teaching and develop web-based material to enhance learning outcomes for students.</li> <li>• Provide consultation with students.</li> </ul> <p>These activities may take place at Wollongong Campus and/or South Western Sydney Campus and, attendance will be required as part of normal duties</p>	<p>Produce high quality graduates and maintain the reputation of the School of Law and UOW teaching programs.</p> <p>Contribute to the quality of the learning experience for students and the quality of the subjects and programs offered by the School.</p>
<p>Teaching: <b>(Additional for Level C Appointments)</b></p> <ul style="list-style-type: none"> <li>• Develop subject and course material</li> <li>• Co-ordinate courses</li> <li>• Involvement in professional development activities that enhance teaching and profession</li> </ul>	
<p>2. Research: <b>(For Level B Appointments)</b></p> <ul style="list-style-type: none"> <li>• Maintain an active program of research and publication that meet expectations outlined in the <i>UOW Research Active Policy</i>.</li> <li>• Supervision of Honours and postgraduate research projects</li> <li>• Develop and/or lead research projects</li> <li>• Maintain and develop evidence of research scholarship in the form of publications and citations, grant applications and income and other research outputs</li> </ul>	<p>Contribute to the School, Faculty and University's research profile through publications and research grant applications.</p>
<p>Research: <b>(For Level C Appointments)</b></p> <ul style="list-style-type: none"> <li>• Maintain an active program of research and publication that meet expectations outlined in the <i>UOW Research Active Policy</i> including publications and citations, competitive grant applications and income and other research outputs</li> <li>• Supervision of Honours and postgraduate research projects</li> <li>• Take a lead role in mentoring early career researchers and fostering collaborative research amongst staff</li> <li>• Develop and/or lead local and international research projects</li> </ul>	<p>Contribute to the School, Faculty and University's research profile through publications and research grant applications.</p>
<p>3. Undertake broad administrative functions including consultation with students.</p>	<p>Contribute to the efficient administration of the Faculty as well as offering subjects that are well organised and administered, leading to a quality student experience</p> <p>Offer excellent service to students and other parties.</p>
<p>4. Supervise casual or contract staff from time to time and mentor junior colleagues.</p>	<p>Efficient and collegial operation of School of Law activities.</p>
<p>5. Involvement in professional activity, professional forums, relationships</p>	<p>Improved standing of School of</p>

<b>Responsibilities</b>		<b>Outcome</b>
	with external and internal networks and professional groups and associations.	Law in the community.
7.	Demonstrate active and constructive participation in Governance and service activities. This includes attendance and participation in School and Faculty meetings and / or membership of committees and community and professional engagement activities.  These activities may take place at any of Wollongong Campus and/or South Western Sydney Campus and, attendance will be required as part of normal duties.	Contribute to the efficient administration of the School, Faculty, University and professional/academic community.
6.	Contribute to School and Faculty marketing and community engagement activities. Where such activities take place at Wollongong Campus, attendance will be required as part of normal duties.	Improved standing of School of Law and Faculty in the community, produce evidence of benefit to the community and improved enrolments.
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:	Dean and Head of School of Law
The position supervises the following positions:	Casual academic staff as required
Other Key Contacts:	Head of School Head of Postgraduate Studies Associate Deans Faculty Executive Manager School Manager Head of Students

### Key Relationships:

#### Contact/Organisation:

Dean of Law and Head of School  
Discipline Leader - Law  
Head of Students - Law  
Head of Postgraduate Students  
School Manager  
School of Law

#### Purpose & Frequency of contact

Primary supervisor – regular contact  
Mentoring and support – regular contact  
Student matters – regular contact  
Student matters – regular contact  
Administrative, student and staffing matters – regular contact  
The position is located within the School of Law and the occupant is expected to participate in the School's activities.  
The position entails regular contact with the School's administrative staff.

### Key Challenges:

1. To deliver high quality teaching in a changing and increasingly competitive higher education environment.

## **SELECTION CRITERIA - Knowledge & Skills:**

### Essential:

- Detailed knowledge of one or more specialist legal topics.
- Capacity to collaborate with colleagues, particularly in team teaching and in the development of research projects and funding applications.
- Excellent oral and written communication skills.
- Knowledge of Equal Employment Opportunity and diversity principles.
- Demonstrated understanding of academic administration and tertiary education policy.

## **SELECTION CRITERIA - Education & Experience:**

### Essential:

- Bachelors degree in Law or equivalent at a high level of academic performance.
- PhD or equivalent *or* progress towards the attainment of such a degree.
- Successful completion of research projects and delivery of research outputs such as publications in quality law journals *or* demonstrated capacity for research productivity.
- Demonstrated excellence in teaching in Law subjects at tertiary level and ability to teach into two or more subjects from the core LLB curriculum.
- Capacity to develop and utilise technology-enhanced teaching and web-based material to enhance learning outcomes for students.
- Research interests which align with the School's Legal Intersections Research Centre or other areas of legal scholarship.
- Experience in curriculum planning and development.
- Experience in Higher Degree by Research supervision.
- Demonstrated participation/capacity to participate in Governance and Service activity both within the University community and external bodies (eg professional associations)
- Demonstrated capacity to collaborate with colleagues and contribute to the university community and community engagement activities.

### **Additional criteria to address to be considered at a Level C Senior Lecturer:**

#### Essential:

- Bachelors degree and PhD in Law or equivalent at a high level of academic performance.
- Significant experience and demonstrated excellence in teaching in Law subjects at tertiary level.
- Evidence of strong leadership skills and experience in leadership roles, and the ability to foster interdisciplinary collaboration in research and teaching.
- Distinguished record of scholarship and excellence in research, including research publications in peer-reviewed international journals of high repute and a history of successful competitive external research grant applications, and successful PhD supervision in a discipline area relevant to the school.

## **Personal Attributes:**

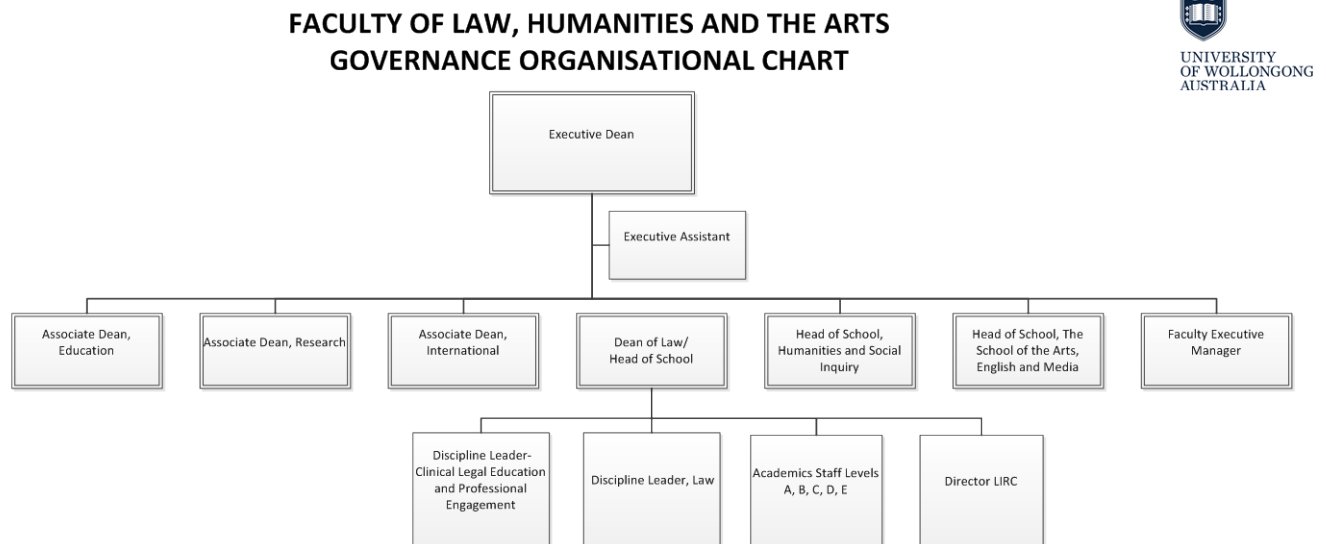
- Motivation, initiative and enthusiasm for teaching and research
- Ability to work and interact collegially with members of the School and Faculty.
- Ability to interact effectively with students from diverse cultural backgrounds.

## **Special Job Requirements:**

- Hold a current Driver's Licence
- Must be flexible with working hours, including evenings and some weekends

- May be required to teach across campuses.
- Ability to travel to UOW campuses, especially South Western Sydney and Wollongong campuses and travel both within Australia and overseas as required.

## Organisational Chart:



## 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](#).

## 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

**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.



## POSITION CLASSIFICATION STANDARD – Teaching and Research

**Title:** Senior Lecturer

**Level:** C

### 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 C academic is expected to make significant contributions to the teaching effort of a department, school, faculty or other organisational unit or an interdisciplinary area. An academic at this level is also expected to play a major role in scholarship, research and/or professional activities.

### Specific Duties

Specific duties required of a Level C academic may include

- The conduct of tutorials, practical classes, demonstrations, workshops, student field excursions, clinical sessions and studio sessions.
- Initiation and development of course material.
- Course co-ordination
- The preparation and delivery of lectures and seminars.
- Supervision of major honours or postgraduate research projects.
- Supervision of the program of study of honours students and of postgraduate students engaged in course work.
- The conduct of research.
- Significant role in major research projects, including, where appropriate, leadership of a research team.
- Involvement in professional activity.
- Consultation with students.
- Broad administrative functions.
- Marking and assessment.



- Attendance at departmental and/or faculty meetings and a major role in planning or committee work.

## **Skill Base**

A Level C academic will normally have advanced qualifications and/or recognised significant experience in the relevant discipline area. A position at this level will normally require a doctoral qualification or equivalent accreditation and standing. In determining experience relative to qualifications, regard shall be had to teaching experience, experience in research, experience outside tertiary education, creative achievement, professional contributions and/or to technical achievement. In addition a position at this level will normally require a record of demonstrable scholarly and professional achievement in the relevant discipline area.