



POSITION DESCRIPTION

Academic Positions

(In addition to the Position Classification Standards)

Position Title:	Lecturer/Senior Lecturer	Level:	B/C
Faculty/Division:	Engineering and Information Sciences	School/Unit:	SMAS

Primary Purpose of the Position:

The University of Wollongong (UOW) has opened a new South Western Sydney Campus located within Liverpool. As a result, the School of Mathematics and Applied Statistics (SMAS) is advertising a three-year Lecturer/Senior Lecturer position to cover the teaching commitment at this campus.

The appointee will carry out teaching (primarily at the South Western Sydney Campus), research, governance and community outreach/professional service duties consistent with a Lecturer Level B/Senior Lecturer Level C position in the School of Mathematics and Applied Statistics (SMAS) situated in the Faculty of Engineering and Information Sciences (EIS) at UOW.

Position Environment:

SMAS is a vibrant and collegial academic unit with a strong track record in research and teaching. The significance of the mathematical sciences to many of the major endeavours of the University is recognised by UOW and EIS' Executive. SMAS research holds explicit and important positions both within the University and within the EIS research cluster structure. There are 30 academics in the School of Mathematics and Applied Statistics (SMAS) who hold 6 Australian Research Council Discovery Projects (DP) and 2 Discovery Early Career Researcher Awards (DECRA) grants that fund 4 Postdoctoral staff and supervise about 40 PhD students. There are four well-established research areas: partial differential equations, operator algebras and noncommutative geometry, financial mathematics and statistical survey methodology. Collegial research collaboration is expected and research expectations are high. The School is expected to support the University's aspirations to be in the 'world top 1% universities' in research and teaching.

The School is home to a number of both general and vocational undergraduate degree programs including the Bachelor in Mathematics, Bachelor in Mathematics Education, Bachelor in Mathematics and Finance and Bachelor in Medical Mathematics. The latter is the first such degree offered in Australia. There are advanced degrees for high achievers and combined degrees. The Bachelor of Mathematics Advanced attracts excellent students and incorporates research projects in later years. UOW prides itself on the quality of its teaching and this position will be expected to contribute positively to that endeavour.

We are seeking an experienced Lecturer or Senior Lecturer, whose teaching duties are primarily to teach students enrolled at the UOW South Western (Liverpool) campus. The appointment is a 3-year regular teaching and research position, with research expertise open to any mathematics area but with a preference to appoint someone in the area of mathematical medicine/biology or optimisation.

Major Accountabilities/Responsibilities:

Responsibilities		Outcome
1.	Teach maths subjects offered at the UOW Liverpool campus	Completed teaching duties
2.	Teach or co-teach at the UOW main campus as well	Completed teaching duties
3.	Carry out research in the area of expertise	Publications
4.	Assist in the preparation of project reports	Reports
5.	Comply with the university's research reporting requirements	Publications logged in database
6.	Help junior members of the research group with their projects	Assistance acknowledged
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 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 School
Other Key Contacts:	

Key Relationships:

Contact/Organisation:

SMAS Researchers

Purpose & Frequency of contact

As Required

Key Challenges:

1. To service-teach computer science and IT students enrolled at the UOW South Western Sydney campus;
2. To conduct high-quality research and publish high-quality journal papers;
3. To contribute to the School in other aspects of School governance.

SELECTION CRITERIA - Knowledge & Skills:

Essential:

- An excellent teacher with a strong mathematical background.
- The ability to work harmoniously and effectively as a member of a research team.
- The ability to complete research projects and write up the results in a publishable form.

Desirable:

- Being able to teach a wide range of undergraduate mathematics subjects and some elementary statistics subjects.

SELECTION CRITERIA - Education & Experience:

Essential:

- A PhD in a relevant area of mathematics.
- Experience in writing up the results of mathematical research for publication.

Desirable:

- A strong statistics background so that the teaching range can be extended to cover some basic statistics taught at the UOW South Western (Liverpool) campus as well

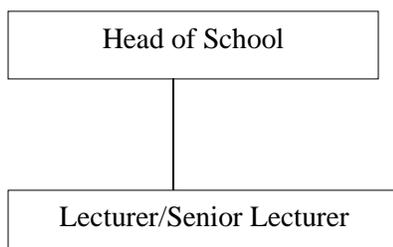
Personal Attributes:

The appointee will be expected to work as an integral part of a teaching and research team. This will require substantial interpersonal skills, and a willingness to share ideas and experiences.

Special Job Requirements:

N/A

Organisational Chart:



The appointee will be supervised by the Head of School, currently Prof. Song-Ping Zhu. Career Development Interviews will take place in conjunction with the Head of School.

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

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.