Position Title: Lecturer  Level: B
Faculty/Division: Science, Medicine and health  School/Unit: Biological Sciences

Primary Purpose of the Position:
In one or two sentences, broadly describe the main purpose of the position (i.e, what is done and why)

The level B position is to be primarily responsible for research and supervising Honours and postgraduate students in animal physiology or other areas of animal biology, and teaching in animal physiology.

Position Environment:
Describe the objectives of the Unit within the context of the University. Outline the contribution of this position to the Unit.

The School targets excellence in Biological Sciences and is an asset to the University in it gaining recognition as a top-quality international university. The University relies heavily on committed individuals in reaching its broader goals, and the position we seek to fill ensures that we maintain high standards in the School of Biological Sciences.

The teaching curriculum within the School of Biological Sciences is multidisciplinary but focused on two major strands: cellular and molecular biology and marine and terrestrial ecology. Subjects offered within first year and second year also service degree programmes offered within other Schools.

Major Accountabilities/Responsibilities:
State in order of importance at least 6 major accountabilities of the position. These should be in the major areas of the work performed. For each accountability indicate what is achieved and why. Remember to include any important activities that may only be done at certain times of the year.

<table>
<thead>
<tr>
<th>Responsibilities</th>
<th>Outcome</th>
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<tbody>
<tr>
<td>1. Teaching – lectures, tutorials, practicals and assessments</td>
<td>Preparing students for examination and progression to other subjects/vocational goals.</td>
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<tr>
<td>2. Research supervision at Honours and postgraduate level</td>
<td>Instructing students on approaches for investigating biological phenomena and communicating the results to the scientific community.</td>
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<tr>
<td>3. Research</td>
<td>Contribution to the discovery of new biological knowledge.</td>
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<td>4. Administration</td>
<td>Participation in School, Faculty, and/or University level activities.</td>
</tr>
</tbody>
</table>
5. Supervisory roles: Communicate and consult with staff on workplace and staffing matters.  

Fostering direct relationships with staff and enhance engagement with the organisation.

6. Observe principles and practices of Equal Employment Opportunity  

Ensuring fair treatment in the workplace.


Ensuring a safe working environment for self and others.

**Reporting Relationships:**

<table>
<thead>
<tr>
<th>Position Reports to:</th>
<th>Head of School, Biological Sciences</th>
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</thead>
<tbody>
<tr>
<td>The position supervises the following positions:</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Other Key Contacts:</td>
<td>Executive Dean, Faculty of Science, Medicine and Health; other academic staff; technical officers</td>
</tr>
</tbody>
</table>

**Key Relationships:**

Identify the key positions, committees, organisations or groups that the position deals with inside and outside the organisation. Only include those that are regularly communicated with.

**Contact/Organisation:**

School meetings for Biological Sciences

**Purpose & Frequency of contact**

Several meetings are held per year to keep members of the School informed of curriculum needs/changes, student issues, research and other matters impacting on the Faculty/School.

**Key Challenges:**

Describe the most challenging aspects of the role (up to 4).

1. Developing new lecture materials
2. Maintaining a research profile whilst performing teaching and academic administration duties
3. Supervising Honours and postgraduate students

**SELECTION CRITERIA - Knowledge & Skills:**

What knowledge & skills are essential for effective performance in the position.

**Essential:**

- Sound knowledge of and research expertise in animal biology, including animal physiology
- Demonstrated ability or strong potential to attract external research funding
- Excellent organisational skills, particularly relevant to subject and teaching delivery

**Desirable:**

- Research interests that complement those of current academic staff
SELECTION CRITERIA - Education & Experience:
What education & experience are essential for effective performance in the position.

Essential:
- A doctoral degree in animal physiology or other area of animal biology
- Demonstrated capacity or potential to teach animal physiology and other areas of animal biology across varied undergraduate levels
- A collegial approach to teaching and research that indicates potential for collaborative research and team teaching
- Experience in, or willingness to supervise Honours and postgraduate students

Desirable:
- Experience with and commitment to high-quality undergraduate teaching
- Post-doctoral research experience in animal physiology or other area of animal biology
- Experience in the preparation and application of animal ethics research protocols
- Experience in, or willingness to teach large undergraduate classes

Personal Attributes:
Describe personal attributes that are required to effectively perform in this position.

- Ability to work efficiently as part of a team as well as independently
- Excellent communication skills

Special Job Requirements:
Indicate any special job requirements such as necessity to work unusual hours, OH&S requirements.

Not applicable

Organisational Chart:
Please attach an up to date organisational chart to this position description.

Roles and Responsibilities in Relation to Workplace Health and Safety:
For all positions

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:

- 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:**

*For all positions*

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.