

## POSITION DESCRIPTION

### Academic Positions

*(In addition to the Position Classification Standards)*

Position Title: Lecturer/Senior Lecturer Level: B/C  
 Faculty/Division: Informatics  
 Department/Location: School of Electrical, Computer and Telecommunications Engineering (SECTE)

#### Primary Purpose of the Position:

Key contributions:

- To teach across all core subjects within the School of Electrical, Computer and Telecommunications Engineering (SECTE), with particular specialisation in the fields of Electronics and Computer Engineering - hardware
- To undertake research in one of the research strengths of the School.

#### Position Environment:

The School offers undergraduate and postgraduate courses as well as Research degrees at Masters and PhD level in three academic disciplines, namely electrical, computer and telecommunications engineering. SECTE has approximately 500 undergraduate and postgraduate students, 33 academic/research staff, 11 professional/technical/computer staff and 3 administrative staff. The School also pursues excellence in research with staff currently involved in two University research strengths: ICT Research Institute and Engineering Manufacturing. Research activities are conducted in five research centres: Emerging Networks and Applications, Visual and Audio Signal Processing, Optoelectronic Signal Processing, Intelligent Mechatronics Research (CIMR), Endeavour Energy Power Quality and Reliability Centre (EEPQR). Research areas include intelligent mechatronics and control, electrical power engineering, telecommunications (physical and protocol layers), visual and audio signal processing, and optoelectronics for sensing and measurement.

The successful candidate will be expected to make significant contributions to the teaching, research and governance of the School. The teaching activities will be across all core subjects as well as elective subjects in both undergraduate and postgraduate levels. The research efforts are to align with one or more of the Research Centres in the School.

#### Major Accountabilities/Responsibilities:

Responsibilities		Outcome	Office Use Only
1.	To work with the Head of School and other staff on the introduction, revision and maintenance of undergraduate and postgraduate coursework degrees.	A high quality and internationally acknowledged teaching program that utilises resources efficiently and effectively.	
2.	Establish research programs and conduct relevant research in association with members of the Research Centres and other School staff.	An increase in publications, grants and consultancies.	
3.	Teach in core and elective programs.	To challenge, stimulate, enthuse and educate students.	
4.	Supervise research students.	Timely completion and production of student thesis reports of a high standard that would enhance the reputation of the School.	
5.	Obtain external and internal research funding.	Increase number and value of grants over a two year period.	

6.	Assume responsibility in the governance of the School e.g., coordination of academic activities, and serving on relevant School, Faculty and University Committees.	To perform in a professional capacity for all tasks as required.	
7.	Establish strategic links with industry and the community.	To provide industry and community support for the teaching and research programs of the School.	
8.	Observe principles and practices of Equal Employment Opportunity.	To ensure fair treatment in the workplace.	
9.	Have OH&S responsibilities, accountabilities and authorities as outlined in the <a href="#">OHS Roles and Responsibilities Document</a> .	To ensure a safe working environment for self & others.	

#### Reporting Relationships:

Position Reports to:	Head of School, SECTE
The position supervises the following positions:	None
Other Key Contacts:	Academic and General Staff in the School and Faculty

#### Key Relationships:

Contact/Organisation:	Purpose & Frequency of contact
Other School Staff	Daily – Various
Faculty Staff	As appropriate
Other University Staff	As appropriate
Community and Industry Personnel	As necessary – funding/consultancies, etc.

#### Key Challenges:

- Contribute to research profile of the School with high quality outcomes
- Ensure quality of teaching programs.
- Assist in the establishment of a network of industry and community participants to be involved in School initiatives.
- Assist in the planning of future developments.

#### SELECTION CRITERIA - Knowledge & Skills:

Essential:

- Demonstrable ability to reach international standing in research by means of publication track record
- Ability to teach core and elective subjects in the School
- Good command of knowledge in the areas of electrical, computer or telecommunications engineering and related courses at undergraduate and/or postgraduate level.
- Proven record or ability to attract competitive research funding or sound track record of working in industry.

#### SELECTION CRITERIA - Education & Experience:

Essential:

- Relevant PhD qualifications.
- Successful track record of working in research teams.

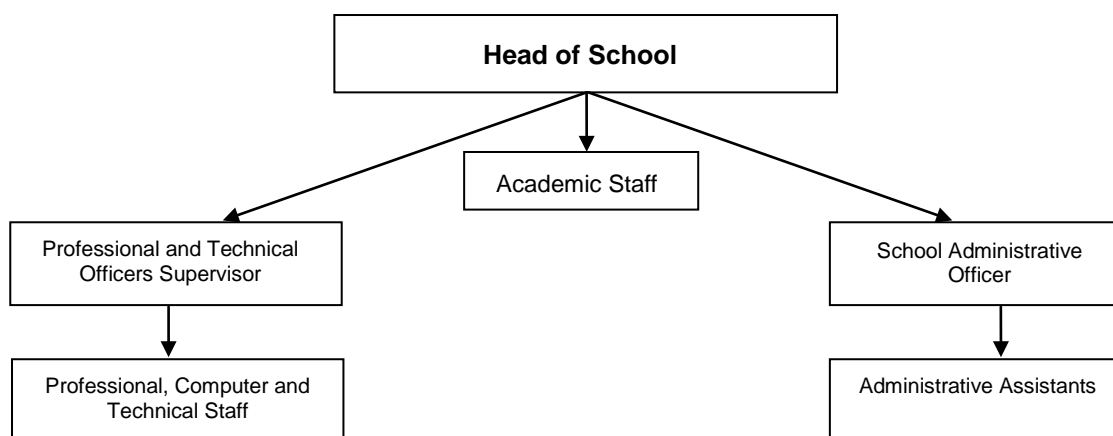
#### Personal Attributes:

- Self-motivation and a willingness to learn and try new tasks.
- Being inclusive, authentic and encouraging.
- Capacity and skills to work in a team environment and to contribute towards common goals.
- Excellent English, written and oral communication skills.

### Special Job Requirements:

- Teaching may also be required off-campus and off-shore.

### Organisational Chart:



### Approval:

Approved by Head of Unit:

Professor Jiangtao Xi

Date:

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Approved by Dean of Faculty:

Professor Philip Ogunbona (Dean)

Date:

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Approved by Personnel:

John Steele, Director, Human Resources Division

Date:

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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.

## POSITION CLASSIFICATION STANDARD - Teaching and Research

Level: C

Title: Senior 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 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.