

## POSITION DESCRIPTION

### Academic Positions

*(In addition to the Position Classification Standards)*

Position Title: Discipline leader, Associate Professor/Professor in Music and Sound Level: D or E  
Faculty/Division: Faculty of Creative Arts

#### Primary Purpose of the Position:

The position holder is expected to have an outstanding track record in contemporary music research as well as tertiary teaching experience. Highly developed skills in areas such as music composition, digital music production, and curriculum development are essential. The appointee will play a key role in the development of the proposed new music major in the Bachelor of Creative Arts (BCA), which will focus on contemporary music and digital production processes. The purpose is to produce creative, enterprising and informed graduates capable of composing, performing and producing music and music-related projects for the expanding world of the contemporary arts, education and the creative industries.

The appointee will demonstrate vision and a high level understanding of the multi-faceted nature of contemporary music education in the tertiary education environment. The capacity to lead interdisciplinary interactions across intersecting fields such as film/video, digital media, design and technical theatre will be highly regarded.

This position will make a significant contribution to student recruitment at undergraduate and postgraduate levels, curriculum design and development. Key outcomes include building the necessary resources: human, financial and physical, to support a culture of innovation and excellence in Learning and Teaching, as well as Research.

The ability to supervise undergraduate, honours and postgraduate creative and academic research is essential, as are excellent communication skills and a commitment to teamwork. A research higher degree is essential. The successful candidate must be capable of supporting undergraduate students in the creative development of their music projects in digital, interdisciplinary and live performance contexts.

#### Position Environment:

The Bachelor of Creative Arts offers strong practice-based training in conjunction with a distinctive theory/history component in the following areas: Creative Writing, Theatre and Technical Theatre, Visual Arts, Media Arts and Graphic Design as well as Open Studio subjects open to the entire university community. It is a culturally diverse and academically rigorous environment with a strong track record in postgraduate research as well as a lively undergraduate culture. It values both traditional and new technologies in driving the development of artists and encourages critical enquiry in interpreting the regional, national and international contexts of contemporary art.

## Major Accountabilities/Responsibilities:

Responsibilities		Outcome	Office Use Only
1	Development of effective curriculum design for a new music major and a music minor, as part of the Bachelor of Creative Arts undergraduate program of study.	<ul style="list-style-type: none"> <li>Curriculum design including course outcomes and graduate qualities; delivery methods; cost effectiveness and sustainability; development of unit outlines; resourcing (financial, technical, human and physical) and alignment with strategic objectives of the BCA;</li> <li>Responsible for liaison with internal and external stakeholders including but not limited to: Academic Services Division, Library, Faculty Education Committee (FEC), Course Approval Management Group (CAMG), and relevant industry groups.</li> </ul>	
2	Recruitment of undergraduate cohort, so as to ensure program viability through attraction and retention of students.	Proactively manage the enrolment planning process and conversion of applications to student enrolments to ensure student target numbers are met - benchmarks to be established. Viable undergraduate cohort commencing 2014, with numbers increasing in ensuing years.	
3	Lead the academic team associated with the program to deliver high quality outcomes which will stimulate demand, exceed student expectations and lay the foundation for future HDR research interest.	Enhanced research profile of Creative Arts; Grow postgraduate cohort; Build research capacity.	
4.	Preparation and teaching of classes recognising the breadth of skills: creative, critical and technical, required to qualify students for professional life, postgraduate study, or to undertake qualifications in teacher training.	Ensure timely assessment and support for student progress including the development of assessment tasks, marking, and the provision of timely feedback.	
5.	Develop interdisciplinary interactions particularly in related fields such as media arts, technical theatre, design and film/video.	Interdisciplinary open studio subjects, and packaging of dynamic programs encompassing music and other creative, technical and scholarly opportunities within and without the BCA.	
6	In collaboration with colleagues, develop the appropriate capital and technical infrastructure to support contemporary music and its interdisciplinary variants in both undergraduate teaching and postgraduate research.	Realisation of appropriately equipped spaces for the creative and technical development as well as the presentation, performance and distribution of contemporary music at undergraduate and postgraduate level.	
7.	Observe principles and practices of Equal Employment Opportunity	To ensure fair treatment in the workplace	
8.	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 Academic Unit
The position supervises the following positions:	Academic staff teaching into the program
Other Key Contacts:	Colleagues in the Music program and the Faculty of Creative Arts

## Key Relationships:

### Contact/Organisation:

Deputy/ Dean (Head of Academic Unit)  
Music Colleagues  
Network of contacts within Music Community

### Purpose & Frequency of contact

Regular contact as required.

## Key Challenges:

1. Deliver an exciting and innovative program from concept through to operation that excites and attracts students in a highly competitive environment.
2. Building student numbers in a fiscally constrained environment;
3. Provide a stimulating and relevant learning environment for students from a diversity of backgrounds, who cannot be presumed to start with traditional musical literacies.
5. Developing sufficient resources (physical, material, human and financial) to provide a valuable student learning experience.

## SELECTION CRITERIA - Knowledge & Skills:

Essential:

- A vision for music education and scholarly activity in the twenty-first century and the ability to engage others in that vision;
- Highly developed skills in designing, developing and communicating a compelling and relevant music curriculum in a cross-disciplinary environment;
- Ability to provide a valuable student experience by fostering innovation and excellence in the student experience;
- High level understanding, breadth and fluency in a wide range of contemporary music practices and digital production processes;
- Capacity to develop and sustain meaningful connections with the contemporary music and wider creative arts sector;
- High calibre practitioner with a commitment to building research capacity.

## SELECTION CRITERIA - Education & Experience:

Essential:

- HDR
- High level creative practice as a contemporary music practitioner in national and international contexts;
- Breadth and depth of creative experience and professional networks
- Extensive teaching experience at tertiary level

- Knowledge of innovative teaching delivery methods
- Strong creative research background
- Strong verbal and written communication skills

### Personal Attributes:

- Independent high calibre researcher
- Strong communicator; approachable
- Effective teacher and supervisor at undergraduate and post graduate levels
- Ethical and hard working
- High level of interpersonal and organisational skills

### Approval:

Approved by Head of Unit: Prof. Amanda Lawson

Date:

Approved by Personnel: \_\_\_\_\_

Date: \_\_\_\_\_



## POSITION CLASSIFICATION STANDARD - Teaching and Research

Level: D

Title: Associate Professor

### 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 D academic is expected to make a significant contribution to all activities of the organisational unit or interdisciplinary area and play a significant role within their profession or discipline. Academics at this level may be appointed in recognition of distinction in their disciplinary area.

### Specific Duties

Specific duties required of a level D academic may include

- The conduct of tutorials, practical classes, demonstrations, workshops, student field excursions, clinical sessions and studio sessions .
- The development of and responsibility for curriculum/programmes of study.
- 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, including, where appropriate, leadership of a major research team.
- Significant contribution to the profession, and/or discipline.
- High level administrative functions.
- Consultation with students.
- Marking and assessment.
- Attendance at departmental and faculty meetings.

### Skill Base

A Level D academic will normally have the same skill base as a Level C academic. In addition there is a requirement for academic excellence which may be evidenced by an outstanding contribution to teaching and/or research and/or the profession.



## POSITION CLASSIFICATION STANDARD - Teaching and Research

Level: E  
Title: Professor

### 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 E academic is expected to exercise a special responsibility in providing leadership and in fostering excellence in research, teaching and policy development in the academic discipline within the department or other comparable organisational unit, within the institution and within the community, both scholarly and general.

### Specific Duties

Specific duties required of a level E academic may include

- Provision of a continuing high level of personal commitment to, and achievement in, a particular scholarly area.
- The conduct of research.
- Fostering the research of other groups and individuals within the department or other comparable organisational unit and within the discipline and within related disciplines .
- Development of research policy.
- 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.
- Making a distinguished personal contribution to teaching at all levels.
- The conduct of tutorials, practical classes, demonstrations, workshops, student field excursions, clinical sessions and studio sessions.
- The preparation and delivery of lectures and seminars.
- Consultation with students.
- Marking and assessment.
- Playing an active role in the maintenance of academic standards and in the development of educational policy and of curriculum areas within the discipline.
- Developing policy and being involved in administrative matters within the department or other comparable organisational unit and within the institution.
- Participating in and providing leadership in community affairs, particularly those related to the discipline, in professional, commercial and industrial sectors where appropriate.

### Skill Base

A Level E academic shall have the same skill base as a level D academic but will be recognised as a leading authority in the relevant discipline area.