

## POSITION DESCRIPTION

### Academic Positions

Position Title: Director Learning, Teaching & Curriculum

Level: Professor (E) or Associate Professor (D)

Faculty/Division: Deputy Vice Chancellor (Education)

Department: Learning, Teaching & Curriculum

#### Primary Purpose of the Position:

The Director Learning, Teaching and Curriculum is a senior management position that reports to the Deputy Vice Chancellor(Education) and plays a central role across the University to give effect to UOW's Strategic Goal, '*Learning and the Student Experience*'. The Director will provide leadership for the University with respect to learning and teaching support including policy development in the emerging UOW digital enhanced student learning environment. This role also takes leadership of the ongoing enhancement to curriculum to ensure UOW courses maintain the solid foundation upon which the University was built and simultaneously looks to the future to best equip our graduates for their role in society and the global workplace. Responsibility for eLearning infrastructure and technology enhanced learning also belongs with the Director Learning, Teaching and Curriculum. The Director will be expected to shape the structure of their team to aid in addressing the major accountabilities and responsibilities of this senior role.

#### Position Environment:

The University of Wollongong is a leading Australian university with a history of outstanding achievement in teaching and learning. UOW attracts students from more than 130 countries and is fundamentally committed to providing our diverse body of students with an engaging world class and internationally oriented learning experience. The University has a strong research profile and an outstanding record of achievement in research performance and intensity over the last decade. UOW has forged strong links with the communities in which it operates. UOW is a major driver of regional development and one of the largest non-government employers in the Illawarra region of New South Wales.

In 2012 the University began a process of refreshing its Strategic Plan. The process involved extensive consultation across the University community and culminated in the approval of a new Strategic Plan 2013 – 2018. The plan articulates UOW's commitment to being a leading world-class University with the stated aim of being positioned in the top 1% of University's in the world. To deliver the new Strategic Plan the Deputy Vice Chancellor (Education) has reviewed the organisational structure across her portfolio to align with the strategic goals, harness competitive strengths and optimise the University's resource base.

#### Major Accountabilities/Responsibilities:

Responsibilities		Outcome	Office Use Only
1.	Provide leadership across the University in creating an environment for continual innovation in learning and teaching including the use of technologies and contemporary and relevant pedagogical approaches in program delivery.	Demonstrable progress towards the development of UOW capacity as a digital university including adoption of progressive pedagogies across the University.	
2.	Provide leadership in the development, implementation and continual review of the University's academic policy framework, including curriculum, student assessment and progress.	Effective operation of curriculum and student assessment and progress academic framework.	

3.	Provide leadership for academic student learning support services.	Positive feedback from students regarding learning support services.	
4.	Provide leadership for teaching development and teaching resource services for staff.	Positive feedback from staff regarding support for teaching development and resource services.  Positive feedback from students across UOW regarding teaching practices.	
5.	Contribute towards developing new course directions to meet emerging student demands and vocational needs of the professions as well as business, industry and government employers; and assessing course viability and sustainability.	Development of sustainable new courses in collaboration with other key stakeholders.	
6.	Provide leadership in the development of strategic plans for UOW as they relate to learning, teaching and curriculum.	Delivery of learning, teaching and curriculum related strategic plans with performance measures related to the UOW scorecard.	
7.	Ensure a framework is in place for measuring, monitoring and benchmarking the University's performance in learning and teaching.	Effective operation of the framework supporting learning and teaching.	
8.	Ensure valid and reliable tools are in place for regular teaching evaluation to inform teaching enhancement and development.	Tools available and teaching evaluations conducted and feedback demonstrably informing teaching practice.	
9.	Participate in reviews of academic areas, disciplines and structures as required.	Effective conduct of reviews as required.	
10.	Lead the development of submissions for government funding sources targeted to learning and teaching.	Timely submission of grant applications.	
11.	Actively promote and support UOW academic staff in applications for learning and teaching awards and competitive grants.	Delivery of effective support to academic staff and maintain or exceed previous award success.	
12.	Provide leadership in enriching students' experience and outcomes through extra curricula activities and in establishing approaches to recognise these additional activities appropriately.	Clear progress on recognition of extra curricula activities for students.	
13.	Oversight the operational management of on-shore teaching partnerships.	Effective operation of on-shore teaching partnerships.	
14.	Supervisory roles: Communicate and consult with staff on workplace and staffing matters.	To foster direct relationships with staff and enhance engagement with the organisation.	
15.	Observe principles and practices of Equal Employment Opportunity	To ensure fair treatment in the workplace	
16.	Have OH&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:	Deputy Vice Chancellor (Education)
The position supervises the following positions:	All staff within the Learning, Teaching and Curriculum portfolio. Indicative functional areas are depicted in the organisation chart below.
Other Key Contacts:	Faculty Executive Deans, Associate Deans(Education) and Faculty Executive Teams, DVC(International), members of the DVCE executive team.

## Key Relationships:

### Contact/Organisation:

University Education Committee  
Education Policy Review Sub Committee  
Course Approval Committee  
Faculty Executive Deans  
Faculty Education Committee Chairs  
External organisations

### Purpose & Frequency of contact

Member, 4-5 times per annum  
Member, 4-5 times per annum  
Member, 4-5 times per annum  
As required  
As required  
As required

## Key Challenges:

1. Providing leadership to the UOW community in the area of continual innovation in learning and teaching in a technology rich learning environment.
2. Meeting student experience expectations particularly pertaining to teaching, learning and curriculum aspects of the student experience.
3. Developing and implementing evaluative frameworks across all aspects of the Director Learning, Teaching and Curriculum portfolio.
4. To achieve the unit's strategic work objectives through direct communication and consultation with staff and colleagues.

## Knowledge & Skills:

### Essential:

- A sound understanding of current public policy, trends and challenges in relation to higher education and contemporary issues affecting learning and teaching in Australia and internationally.
- A deep understanding of contemporary approaches to learning and teaching including the use of technologies to support and influence curriculum delivery.
- Demonstrated skills in managing change management within a complex organisation.
- Demonstrated skills in planning, resource and project management.
- A skilled problem solver including: the ability to display initiative, contribute new ideas and confidently evaluate current practices, structures, systems and processes.
- Excellent interpersonal skills including the ability to develop and maintain effective, influencing relationships across the University.

## Education & Experience:

### Essential:

- A PhD and a strong academic record.
- Scholarly achievement in the areas of learning and teaching particularly related to technology rich environments.
- Demonstrated leadership experience in delivering best practice in learning and teaching outcomes in a technology-rich, complex higher education environment including the operation of initiatives to enhance the quality of teaching delivered by University academic staff.
- Demonstrated experience in the establishment and effective operation of frameworks supporting the measurement, monitoring, benchmarking and other rigorous evaluation of learning and teaching in a higher education context.
- Experience in the development of innovative, sustainable higher education courses that address the needs of diverse stakeholders including students, future employers and other community stakeholders.
- Experience in undertaking data analysis to inform strategic planning and evidence based decision making.
- A strong track record in management in a higher education environment.

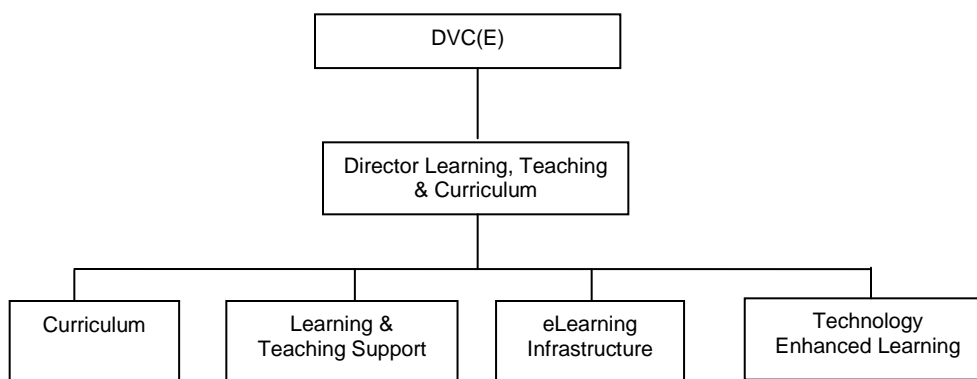
## Personal Attributes:

- Strong identification with UOW's mission and core values.
- Presence and credibility to earn the respect and confidence of academic and professional colleagues.
- A capacity to work collaboratively and respond to the needs of a diverse range of stakeholders.
- Ability to influence others and bring about change in a complex collegial environment.
- Has a 'can do' approach, commits to action and takes responsibility for driving outcomes.

## Special Job Requirements:

- Availability to travel to all Australian and International UOW locations

## Organisational Chart:



The Director Learning, Teaching and Curriculum is expected to shape his/her team drawing upon existing resources at the University with the Director having substantial influence in the establishment of the team necessary to achieve the 2013-2018 UOW Strategic Plan goals pertaining to learning and teaching. The diagram above is indicative of the functional areas expected to support these objectives.

## Approval:

Approved by Head of Unit: \_\_\_\_\_

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

Approved by Human Resources: \_\_\_\_\_

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



## 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.



## 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.