



POSITION DESCRIPTION

Academic Positions

(In addition to the Position Classification Standards)

Position Title: Lecturer in History

Level: B

Faculty/Division: Faculty of Arts

Department/Location: School of History and Politics

Primary Purpose of the Position:

To undertake research in History with a focus on Modern Western Europe. To teach across a range of subjects at all levels, including honours and postgraduate supervision, and to develop and coordinate subjects.

Position Environment:

The School of History and Politics is a small, but growing school which offers majors in History, Politics, Australian Studies and Employment Relations, and contributes to other areas of the Faculty of Arts, including a major in Asia Pacific Studies and the Bachelor and Master degrees of International Studies. The Faculty of Arts has an active postgraduate culture and provides supervision across a wide range of disciplinary and interdisciplinary topics. The School of History and Politics has a strong research base, with current ARCs, and research links to the Institute of Social Transformation Research, a University of Wollongong Research Strength.

The School of History and Politics wants to enhance and develop its teaching and research expertise in the History of Modern Western Europe. The School is especially interested in developing subjects which examine themes such as Revolutions and Nationalism. An ability to teach into other History programs would be an advantage. The position will contribute to teaching across all undergraduate and postgraduate levels in the History program, to honours and postgraduate supervision, and to the Faculty's research activities. You may be asked to contribute to teaching in other program offerings as appropriate.

Major Accountabilities/Responsibilities:

Responsibilities		Outcome	
1.	Research	To contribute to the Faculty's and University's research profile, to produce nationally and internationally acclaimed publications, and to pursue research funding.	As per Faculty Workloads Agreement which includes: . teaching . research . administration . professional/ community activity
2.	Undergraduate and postgraduate coursework teaching	To contribute to teaching in History and cognate areas at all levels; to enhance students' skills, knowledge and understanding.	
3.	Honours and postgraduate research supervision	To attract research students to the discipline and to supervise theses to successful completion.	
4.	Teaching co-ordination at subject, major and course levels	Efficient and timely delivery of all teaching materials; coherent curricula leading to successful student outcomes.	
5.	Faculty/School/University administration	Contribution to School, Faculty and University governance.	
6.	Professional and community service	To promote the School, Faculty and the University to	

		the wider community.	
7.	Principles and practices of Equal Employment Opportunity	To observe EEO principles and practices to ensure fair treatment in the workplace	
8.	OH&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:	Dean, via Head of the School of History and Politics
The position supervises the following positions:	None
Other Key Contacts:	Dean, Faculty of Arts Convenor, History Program Head of Postgraduate Studies Associate Dean, Education Chair Faculty Research Committee (FRC) Faculty Manager

Key Relationships:

Contact/Organisation:	Purpose & Frequency of contact
Faculty of Arts Committee	Several meetings per year for updates and discussion of Faculty activities and business
Meetings of the School of History and Politics	Regular meetings are held to keep academic members of the School informed of curriculum needs/changes, student needs, research and other matters impacting on the Faculty and the School.
South Coast and Southern Highlands campus personnel	As required

Key Challenges:

1. Undergraduate subject teaching, development and coordination from 1st year to honours and postgraduate supervision
2. Successful applications for competitive research grants
3. Publication of high quality original research
4. Active participation in the teaching culture of the Faculty and School through team teaching, tutoring and the flexible delivery of subjects

Knowledge & Skills:

Essential:

- In-depth knowledge of Modern Western Europe
- Strong record of quality publications, and an active current research program
- Demonstrated capacity to apply for and receive competitive funding for research
- Demonstrated ability to engage with contemporary theoretical debates in History and cognate disciplines
- Demonstrated ability to conduct lectures, seminars and tutorials with students from diverse linguistic, socio-economic, and cultural backgrounds
- Ability to co-ordinate subjects and programs at undergraduate level
- Ability to supervise honours and postgraduate research students

Desirable:

- Ability to conduct research in a language other than English

Education & Experience:

Essential:

- PhD in an area relevant to the position
- Experience of teaching in at least two areas of the undergraduate History program
- Experience of working with others in a team-teaching environment

Desirable:

- Experience of working with online/digital media in teaching and research
- Familiarity with remote and flexible delivery of subjects
- Experience of teaching students whose first language is not English

Personal Attributes:

- Ability to work collaboratively and flexibly in a small-group environment

Special Job Requirements:

University class times are presently 8.30 am to 9.30 pm Monday to Friday -- teaching can be scheduled within these hours. May be required to teach in a variety of locations in Australia and offshore or to undertake intensive (weekend) teaching.

Approval:

Approved by Dean: _____

Date: _____

Approved by Personnel: _____

Date: _____



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.