

## POSITION DESCRIPTION

### Academic Positions

*(In addition to the Position Classification Standards)*

Position Title:	Senior Lecturer / Associate Professor: Surgery (General/ Breast / Endocrine)
Level:	C/D
Faculty:	Faculty of Science, Medicine & Health
Department:	School of Medicine (SOM), Graduate School of Medicine (GSM)
Location:	ISLHD and Wollongong Campus

#### Primary Purpose of the Position:

This position is responsible for participation in the development and delivery of the MBBS curriculum of the GSM.

This will require a mixed clinical and academic practice allowing for clinical teaching and for participation in all committees and activities required to develop, revise, deliver and maintain the MBBS and, when appropriate, programmes of other faculties or schools of UOW.

This position will be required to contribute to the development and implementation of medical research and education research in the GSM, in other organisations within the UOW especially the Illawarra Health and Medical Research Institute (IHMRI) and in the teaching hospitals and other health care facilities of the ISLHD.

As a consequence of this position and the relationship between the Graduate School of Medicine and the Illawarra Shoalhaven Local Health District (ISLHD), this position exists concurrently with appointment to the ISLHD as a Clinical Academic. In addition to the responsibilities required by UOW as contained in this document, ISLHD will communicate the responsibilities required of the position holder within their organisation. These may include though are not limited to:

1. Participation in the surgical roster as required by clinical participation within the hospitals of the ISLHD.
2. Specialist surgical clinical practice at a level commensurate with appointment as a specialist clinical academic at UOW and within the UOW teaching hospitals of the ISLHD, especially the Wollongong Hospital.

#### Position Environment:

The Faculty of Science, Medicine and Health (SMAH) is one of UOW's five faculties and incorporates the Schools of Chemistry, Biological Sciences, Earth and Environmental Science, Nursing, and the School of Medicine incorporating the Graduate School of Medicine (GSM). The School of Medicine offers the MBBS as well as courses in Exercise Science and Rehabilitation, Nutrition and Dietetics, Medical and Health Sciences and Health Sciences (Indigenous Studies). This structure provides opportunities for cross-disciplinary teaching and research. The GSM aims to graduate excellent medical practitioners with a commitment to patient-centred, evidence-based, reflective and cost-effective medical practice, who have the capacity and desire to contribute to the enhancement of health care for persons in all geographic settings, but particularly in regional, rural and remote communities. The medical curriculum covers a diversity of content, encompassing biological and social sciences, clinical medicine, law, ethics, research and critical analysis, and personal and professional development. This provides a variety of opportunities for involvement in curriculum delivery for academic staff working alone and in interdisciplinary teams. The GSM operates primarily on two campuses, located in Wollongong and Shoalhaven, as well as in numerous rural sites throughout NSW.

## Major Responsibilities & Outcomes:

Responsibilities	Outcome
<p><b>Postgraduate Quality Assurance and Research</b></p> <p>Actively participate in the development and implementation of the General Medicine / Surgery research initiatives. This involves participation in identified teams to contribute towards achievement of the initiatives.</p> <p>Contribute to the development of clinical health research programs, including supervision of higher degree research students in the GSM, IHMRI, SMAH or other faculties or schools of the UOW.</p> <p>Develop and facilitate education programs, activities and resources appropriate to the JMO, registrar and advanced trainee education and training programs in the UOW teaching hospitals of the ISLHD.</p>	<p>To ensure the GSM and SMAH have research activities that address issues important to regional, rural and remote Australia.</p> <p>To develop a research program of international repute.</p>
<p><b>Undergraduate Education</b></p> <p>Develop and facilitate education programs, activities and resources appropriate to all phases of the MBBS</p> <p>Contribute to curriculum development in relation to General Medicine / Surgery.</p> <p>Form a contact point and liaise between the GSM and staff of the ISLHD, in the clinical area of General Medicine. Assist the GSM by identification and facilitation of clinical placements.</p>	<p>To ensure that the MBBS curriculum reflects the advances in knowledge and skills that relate to Surgery.</p> <p>To ensure that assessment activities reflect the curriculum and its associated learning outcomes.</p> <p>To ensure the GSM delivers a quality curriculum to its students.</p>
<p><b>Governance</b></p> <p>Participate in UOW governance as appropriate and as directed.</p> <p>Participate, as requested by the SMAH Executive Dean, Dean of Medicine, on Faculty and School committees.</p> <p>Represent the SMAH or GSM on local, state and national health and medical research committees appropriate to the discipline.</p> <p>Perform other duties as directed by the Executive Dean and /or the Dean of Medicine.</p>	<p>To ensure the clinical disciplines are represented in an appropriate manner.</p>
<p><b>Legislative</b></p> <p>Observe principles and practices of Equal Employment Opportunity and have WH&amp;S responsibilities, accountabilities and authorities as outlined in the <a href="#">OHS Roles and Responsibilities Document</a></p>	<p>To ensure fair treatment in the Workplace.</p> <p>To ensure a safe working environment.</p>

## Inherent Requirements:

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.

**Reporting Relationships:**

Position Reports to:	Associate Dean: Teaching Hospitals (via Professor of Surgery)
This Position Supervises the Following:	Identified Hospital Teaching Staff

**Key Relationships:**

The appointee is expected to have regular communications with key contacts as detailed below:

**Contact/Organisation:**

Professor of Surgery / Academic Lead of Surgery  
Associate Dean: Teaching Hospitals.  
Dean of Medicine  
Regional Academic Leader: Wollongong Hospital  
Head of appropriate clinical department ISLHD Manager: Clinical Placements  
Academic Leaders of Themes and Phases  
Academic Leaders of other Clinical Disciplines  
Curriculum Manager

**Frequency of contact**

Daily  
Weekly  
As Required  
Regular  
Regular  
As required  
As required  
As required  
As required

**Key Challenges:**

1. Within a developing health service network, foster clinical practice, clinical organisation and service delivery, and undergraduate and post-graduate teaching and training appropriate to a university teaching hospital.
2. Foster development of programs of clinical, non-clinical and educational research in the teaching hospitals and health care facilities of the ISLHD and UOW including campus based facilities and regional facilities servicing the dispersed teaching sites involved in delivery of all phases of UOW's GSM MBBS program.
3. Be an ambassador for UOW, the GSM, the GSM MBBS program and ISLHD whilst ensuring an appropriate work balance is achieved between the two employers.

**Selection Criteria - Knowledge & Skills:****Essential:**

- Demonstrated high level expertise within that surgical specialty
- Demonstrated commitment to and ability to develop and deliver undergraduate and post-graduate clinical education and training.
- Well-developed, effective interpersonal and communication skills
- Demonstrated ability to work in a team environment
- Ability to motivate and engender team work
- Demonstrated ability to facilitate large and small group learning activities
- A research record appropriate for the level of appointment

**Desirable:**

- Demonstrated understanding of the educational theory, methods and research relevant to the delivery of education in face-to-face and technological environments.

**Selection Criteria: Education & Experience****Essential:**

- Fellowship of the Royal Australasian College of Surgery, or Specialist qualifications accredited by the RACS allowing registration with the Medical Board of Australia to practice as a specialist, General Surgery, and post-Fellowship training and experience in Breast/Endocrine Surgery, as needed by the current service delivery profile of the teaching hospitals of the ISLHD hospitals
- Undergraduate medical degree (MBBS or equivalent) qualifying the candidate for medical registration in Australia

- FRACS or equivalent acceptable to the RACS, Medical Board of Australia Specialist Registration and the Clinical Privileges and Credentialing Committees of the teaching hospitals and health care facilities of the ISLHD.

Desirable:

- Post-graduate degree such as PhD or MD, completed or nearing completion in a relevant discipline
- Post-graduate qualification in higher education teaching (e.g., MEd) or other teaching qualification
- Demonstrated ability in developing and implementing research and research supervision in medicine or a related scientific and/or educational field.

### **Personal Attributes**

Essential:

- Demonstrated understanding of and enthusiasm for the mission and the curriculum of the GSM.
- A personal commitment to the delivery of clinical services of high quality and to medical education.

### **Special Job Requirements:**

This position has been classified as “child-related work”. In accordance with relevant legislation, prohibited persons are not permitted to apply for positions that are classified as “child-related work”. Accordingly, candidates will be required to undertake a Working with Children Check as part of the recruitment process.

The appointee will be required to travel to confer with other GSM staff or attend meetings at other GSM locations.

### **Organisational Chart:**

Available on request.

## 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.

## 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.