



POSITION DESCRIPTION

Academic Positions

(In addition to the Position Classification Standards)

Position Title: Senior Lecturer in Digital Communication Level: C
 Faculty/Division: Faculty of Arts
 Department/Location: School of Social Sciences, Media and Communication

Primary Purpose of the Position:

To undertake research and teaching in the Digital Communication major and in the Bachelor of Communication and Media Studies degree program. To teach across a range of subjects at all levels, including honours and postgraduate supervision, and to develop and co-ordinate subjects.

Position Environment:

The Bachelor of Communication and Media Studies offers core subjects in this field and includes a major in Digital Communication. The area has an active honours and postgraduate program and a strong research culture. Researchers in Communication and Media Studies contribute to the Institute of Social Transformation Research, a University of Wollongong Research Strength, and to other research programs within the University of Wollongong.

This position will contribute to teaching at undergraduate and postgraduate levels, as well as to curriculum development and to the administration of subjects and courses. The successful candidate should be able to teach broad-based subjects in Media and Communication Studies as well as more specialised subjects in Digital Communication. In particular, the program welcomes applications from candidates who have a good knowledge of internet regulation and policy issues in a global context. Knowledge of digital media in Asia would be an advantage. He/she may be asked to contribute to teaching in other subjects/programs as appropriate.

Major Accountabilities/Responsibilities:

Responsibilities		Outcome	Office Use Only
1.	Research	To contribute to the Faculty's and University's research profile, to produce nationally and internationally acclaimed publications, and to generate research funding.	
2.	Undergraduate and postgraduate coursework teaching	To contribute to teaching in Media and Communication Studies and cognate areas at all levels; to enhance students' skills, knowledge and understanding.	
3.	Honours and postgraduate supervision	To attract research students to the discipline and to supervise theses to successful completion.	

4.	Co-ordination of teaching 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 as appropriate for this level.	
6.	Professional and community service	To promote the School, Faculty and the University to the wider community.	
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 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 School
The position supervises the following positions:	May be required to supervise casual and junior staff
Other Key Contacts:	Professor of Communication and Media Studies Head of Postgraduate Studies Associate Dean, Education Associate Dean, Research Faculty Executive Manager

Key Relationships:

Contact/Organisation:

Faculty Committee

School meetings

Program meetings

Purpose & Frequency of contact

Several meetings per year for updates and discussion of Faculty activities and business

Regular meetings to keep academic members of the School informed of curriculum needs/changes, student matters, research and other matters of relevance to the School and the Faculty

Meetings held as required to finalise student results, discuss curriculum development and teaching arrangements

Key Challenges:

1. Undergraduate subject teaching, development and coordination from 1st year to honours
2. Publication of high quality original research
3. Successful applications for competitive research grants
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:

- Broad knowledge of the field of Communication and Media Studies
- Specialised knowledge of internet regulation and policy issues in a global context
- Strong record of quality publications, and an active current research program
- Demonstrated capacity to generate competitive funding for research
- Demonstrated ability to engage with contemporary theoretical debates in the field of Media and Communication
- Demonstrated ability to conduct lectures, seminars and tutorials with students from diverse linguistic, socio-economic, and cultural backgrounds
- Ability to co-ordinate subjects and courses at undergraduate level
- Ability to supervise honours and postgraduate research students

Desirable:

- Teaching and research expertise in the area of the digital media in Asia
- Demonstrated ability to take on a leadership role in a teaching and/or research team

Education & Experience:

Essential:

- PhD in an area relevant to the position
- Experience of teaching in broad Media and Communication subjects as well as specialised subjects in Digital Communication
- Experience of working with others in a team-teaching environment
- Experience of working with online/digital media in teaching and research

Desirable:

- Familiarity with remote and flexible delivery of subjects
- Ability to teach and research in a language other than English

Personal Attributes:

- Ability to work collaboratively and flexibly in a small-group environment
- A clear thinker with excellent oral and written communication skills
- A commitment to collegiality and to a supportive work 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 Head of Unit: _____

Date: _____

Approved by Human Resources: _____

Date: _____



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.