ASSISTANT LECTURER (SUPERVISOR) – SOCIAL WORK

DEPARTMENT/UNIT: Social Work, School of Primary and Allied Health Care

FACULTY/DIVISION: Faculty of Medicine Nursing and Health Sciences

CLASSIFICATION: Level A

WORK LOCATION: Caulfield campus

ORGANISATIONAL CONTEXT

Everyone needs a platform to launch a satisfying career. At Monash, we give you the space and support to take your career in all kinds of exciting new directions. You’ll have access to quality research, infrastructure and learning facilities, opportunities to collaborate internationally, as well as the grants you’ll need to publish your work. We’re a university full of energetic and enthusiastic minds, driven to challenge what’s expected, expand what we know, and learn from other inspiring, empowering thinkers. Discover more at www.monash.edu.

The Faculty of Medicine, Nursing and Health Sciences, is the largest faculty at Monash University, and offers the most comprehensive suite of professional health training in Victoria. We consistently rank in the top 40 universities worldwide for clinical, pre-clinical and health sciences.

We want to improve the human condition. That is our vision - it has no expiration date. Through academic health centres, other translational models and by educating the healthcare workforce of the future, our staff, students and alumni directly improve quality of life. Setting the global health care agenda, the Faculty aspires to lead in all areas of research activity and influence local, national and international policy to improve health and social outcomes and health inequalities.

We’ve made a major impact in the world of medical research and become globally recognised for our quality education of over 41,000 doctors, nurses, and allied health professionals. We are ambitious and aim to maintain our position as a leading international medical research university. We’re recognised for the breadth and depth of our research, for our commitment to translational research, for the quality and scale of our research capability, and as a thriving biotechnology hub.

To learn more about the Faculty, please visit monash.edu/medicine.

The School of Primary and Allied Health Care (SPAHC) has an organisational hub at the Peninsula campus. The School aims to be Australia’s leading centre of primary and allied health care education and research, building on existing strengths. The SPAHC is a leader in primary and allied care research, teaching and service. The School
provides high quality programs at undergraduate and graduate entry levels, specialised professional graduate coursework programs and higher degrees by research. The School currently includes the Departments of General Practice, Community Emergency Health and Paramedic Practice, Occupational Therapy, Physiotherapy, Social Work and Medical Imaging and Radiation Sciences.

The School’s departments and centres are situated across the Caulfield, Clayton and Peninsula Campuses and at Notting Hill (near to the Clayton campus). Two new research centres have been developed within the school: a Centre for Addiction Research and Recovery and a Rehabilitation, Ageing and Independent Living (RAIL) Research Centre.

The Department of Social Work is a leader in Social Work education in Australia. It is an academic unit in the School of Primary Health Care, Faculty of Medicine, Nursing and Health Sciences and is located at Caulfield. The mission of the department is to provide leadership in the delivery of high quality education, research and community service in the discipline of Social Work. The department conducts academic teaching for the accredited programs at undergraduate and post-graduate levels. It also has research higher degrees programs. Our programs are offered internally and by Distance Education.

**POSITION PURPOSE**

A Level A academic is expected to make contributions to the teaching effort of the University, particularly at undergraduate and graduate diploma level and to carry out activities to develop her/his scholarly, research and/or professional expertise relevant to the profession or discipline.

The Agency Task Supervisor provides general guidance on tasks for the student (including formal and informal supervision). This may be provided individually or in groups when more than one student is placed at that agency.

**Reporting Line:** The position reports to the Unit Co-Ordinator, Field Education Program

**Supervisory Responsibilities:** Not applicable

**Financial Delegation:** Not applicable

**Budgetary Responsibilities:** Not applicable

**KEY RESPONSIBILITIES**

Specific duties required of a Level A academic may include:

1. The conduct of tutorials, practical classes, demonstrations, workshops, student field excursions, clinical sessions and/or studio sessions

2. The preparation and delivery of lectures and seminars provided that skills and experience demonstrate this capacity

3. The conduct of research

4. Involvement in professional activity

5. Consultation with students

6. Marking and assessment primarily connected with subjects in which the academic teaches

7. Production of teaching materials for students for whom the academic has responsibility

8. Development of subject material with appropriate guidance from the subject or course coordinator

9. Limited administrative functions primarily connected with subjects in which the academic teaches

10. Acting as subject coordinators provided that skills and experience demonstrate this capacity
11. Attendance at departmental, school and/or faculty meetings and/or membership of a limited number of committees

A Level A academic will not be required to teach primarily in subjects which are offered only at Masters Level or above

A Level A academic shall work with support and direction from Academic staff classified at Level B and above and with an increasing degree of autonomy as the academic gains in skill and experience

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
   - A Bachelor degree in Social work or relevant discipline and/or an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Possess a high level of interpersonal skills and demonstrated ability to work independently and as part of a team across both the education and service sectors

3. Demonstrated statistical analysis and manuscript preparation skills

4. Ability to work positively and cooperatively with students, internal and external teams and external organisations

5. Demonstrated record of teaching experience in a tertiary environment

6. Demonstrated ability to motivate, actively engage and educate a given audience

7. Demonstrated experience in developing teaching material

8. Proven ability, commitment and passion for engaging in scholarly and research activities

9. A demonstrated capacity to work in a collegiate manner with other staff in the workplace

10. A clear understanding of the structure of their agency and where social work students fit within that structure

11. A general understanding of the role of social work students and the value social work students bring to organisations

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted
- A current satisfactory Working With Children Check is required

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.