POSITION DESCRIPTION

Lecturer/Senior Lecturer
Teaching & Research

Position Level  | B/C
Faculty/Division | Centre for Social Impact
Position Number  | ADMIN ONLY
Original document creation | 20 July 2021

Position Summary
The Lecturer/Senior Lecturer role is part of the Centre for Social Impact (CSI) Education Team. They provide education programs at the postgraduate, undergraduate and executive education levels, to implement the CSI UNSW Business School Faculty education strategies.

The position of Lecturer/Senior Lecturer report to the Education Director, and have no direct reports.

Accountabilities Level B:
Specific accountabilities for a Level B role include:

- Apply a well-defined teaching philosophy and a critically reflective teaching practice that inspires student learning.
- Conduct classes, assess student learning achievements, and support students in both postgraduate and undergraduate courses in line with UNSW policy.
- Design and develop learning activities and resources, and provide assessment and feedback at both course and program level using a range of suitable approaches and learning environments.
- Support learning progression with students as individuals (through such things as one-to-one consultation) and as a cohort (through general course related advice) to achieve positive learning and employability outcomes for students.
• Manage course administration as Course Authority, including academic quality assurance.
• Maintain and develop links within the discipline industry and profession (e.g. contribute to professional development activities).
• Make a positive contribution by leading CSI meetings and seminars and be a member of CSI/Faculty committees as required.
• Make independent contributions to research that have a significant impact in their field of expertise and create a nationally recognised research track record.
• Undertake independent research in discipline or related area (as per the norms of the discipline), making an independent contribution through professional practice and expertise.
• Develop research groups in area of specialist expertise and research methods that are appropriate to social impact.
• Engage in digital uplift and online teaching innovation
• Work collaboratively with the CSI Research and Evaluation Team
• Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct
• Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

Accountabilities Level C:
Specific accountabilities for a Level C role include:
• Apply a well-defined teaching philosophy and a critically reflective teaching practice that inspires student learning.
• Conduct classes, assess student learning achievements, and support students in both postgraduate and undergraduate courses in line with UNSW policy.
• Design and develop learning activities and resources, and provide assessment and feedback at both course and program level using a range of suitable approaches and learning environments.
• Support learning progression with students as individuals (through such things as one-to-one consultation) and as a cohort (through general course related advice) to achieve positive learning and employability outcomes for students.
• Manage course administration as Course Authority, including academic quality assurance.
• Maintain and develop links within the discipline industry and profession (e.g. contribute to professional development activities).
• Make a positive contribution by leading CSI meetings and seminars and be a member of CSI/Faculty committees as required.
• Make independent contributions to research that have a significant impact in their field of expertise and create a nationally recognised research track record.
• Undertake independent research in discipline or related area (as per the norms of the discipline), making an independent contribution through professional practice and expertise.
• Develop research groups in area of specialist expertise and research methods that are appropriate to social impact.
• Obtain education and research income from nationally competitive research grants (and/or research fellowships) and research end-users as a member or leader, at or above the level that is relevant to the discipline in leading universities.
• Mentor and guide students, groups, and colleagues; supervise HDRs to timely completion as primary supervisor, and contribute to HDR review panels.
• Engage in digital uplift and online teaching innovation
• Work collaboratively with the CSI Research and Evaluation Team
• Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct
• Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

Skills and Experience Level B:
• A PhD in a related discipline, and/or relevant work experience, in social impact or a related discipline
• A track record of publishing in peer-review journals
• Demonstrated experience in teaching and learning design using a range of pedagogical approaches, development and delivery of courses and programs, at undergraduate and postgraduate level.
• Experience of implementing educational technologies and online delivery methods.
• Evidence of teaching effectiveness and passion for educational excellence and fostering this in others.
• Demonstrated success in initiating curriculum development and improvement.
• Capacity to work with industry for work-integrated learning.
• Evidence of ability to support and inspire students from diverse backgrounds and support student equity diversity and inclusion initiatives.
• Demonstrated track record in research with outcomes of high quality and high impact with clear evidence of the desire and ability to continually achieve research excellence
• Demonstrated ability to work in a team, collaborate across disciplines and build effective relationships.
• Evidence of highly developed interpersonal and organisational skills.
• Ability to interact with the profession and industry and attract funding for learning and teaching initiatives.
• An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.
• Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.
Skills and Experience Level C:

- A PhD in a related discipline, and/or relevant work experience, in social impact or a related discipline
- A track record of publishing in peer-review journals and research income
- Demonstrated research leadership
- Demonstrated experience in teaching and learning design using a range of pedagogical approaches, development and delivery of courses and programs, at undergraduate and postgraduate level.
- Experience of implementing educational technologies and online delivery methods.
- Evidence of teaching effectiveness and passion for educational excellence and fostering this in others.
- Demonstrated success in initiating curriculum development and improvement.
- Demonstrated experience with industry or work-integrated learning.
- Evidence of ability to support and inspire students from diverse backgrounds and support student equity diversity and inclusion initiatives.
- Demonstrated track record in research with outcomes of high quality and high impact with clear evidence of the desire and ability to continually achieve research excellence
- Demonstrated ability to work in a team, collaborate across disciplines and build effective relationships.
- Evidence of highly developed interpersonal and organisational skills.
- Demonstrated ability to interact with the profession and industry and attract funding for learning and teaching initiatives.
- An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

Pre-employment checks required for this position

- Verification of qualifications

About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.