POSITION DESCRIPTION

Lecturer
Education focused

Position Level | Level B
Faculty/Division | Science
Position Number | 00187799
Original Document creation | 26/09/2023

Position Summary
UNSW’s Education Focussed roles (EF) enable academics to specialise in education and devote their time to delivering high-quality teaching and pursuing initiatives to enhance the educational experience of our students. Those who are appointed to this prestigious specialism will be expected to successfully drive educational excellence within the university’s teaching and learning communities. This Lecturer – Education Focused position will contribute to undergraduate teaching, educational initiatives and coordination of the undergraduate programs within the School of Chemistry.

The role of Lecturer – Education Focused reports to the Head of School and has no direct reports.

Accountabilities
Specific accountabilities for this role include:

- Demonstrate and continuously develop a well-defined teaching philosophy that inspires student learning.
- Conduct classes, assess student learning achievements and support students in postgraduate and undergraduate courses in line with UNSW policy and via a range of approaches including face-to-face, blended and online delivery.
- Design and develop learning activities, resources and course material, and assessment and feedback using a range of suitable approaches and learning environments.
• Initiate the development of experimental approaches to teaching and learning with the support of more senior academics.
• Support learning progression with students as individuals (through such activities 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 professional development in pedagogy, disciplinary knowledge and minimum professional accreditation requirements.
• Make a positive contribution to School meetings and seminars and be a member of School/Faculty committees as required.
• Monitor the student teach and learning experience proactively and respond in a timely and professional manner to concerns about course design, content and delivery (at program, year and course level).
• Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.
• Cooperate with all health & safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the psychosocial or physical health and safety of yourself or others.

Skills and Experience
• A PhD in a Chemistry, Chemistry Education or a related field, and/or relevant work experience.
• Actively stays up to date with discipline knowledge and professional development.
• Demonstrated experience in high quality teaching and learning design, development and delivery at the undergraduate level.
• Experience using and/or designing with educational technologies and online delivery methods.
• Evidence of teaching effectiveness and passion for educational excellence (e.g. relevant discipline-based curriculum design and development at a variety of levels and scales).
• Demonstrated ability to work as part of a team, to meet deadlines, prioritise competing demands, develop new initiatives and solve problems.
• Track record of research in Chemical education, for example by publication of education papers, or presentation of education seminars.
• Excellent written and verbal communication skills.
• Evidence of highly developed interpersonal and organisational skills.
• Evidence of ability to support and inspire students from diverse backgrounds and support student equity, diversity and inclusion initiatives.
• An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.
• Knowledge of health & safety (psychosocial and physical) 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.