POSITION DESCRIPTION

Senior Lecturer
Education focused

Position Level  | Level C
Faculty/Division | Medicine
Position Number  | ADMIN ONLY
Original Document creation | 01/09/ 2020

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 specialisation will be expected to successfully drive educational excellence within the university’s teaching and learning communities.

The role of Senior Lecturer reports to [Head of School] and has no direct reports.

Accountabilities
Specific accountabilities for this 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 assessment and feedback at both course and program level using a range of suitable approaches and learning environments
- Lead the design/development of experimental approaches to teaching and learning and participate in the exchange of these approaches with colleagues
• 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. contributes to professional development activities)
• Work collaboratively to identify and apply for internal education funding opportunities
• Maintain professional development in pedagogy, disciplinary knowledge and professional accreditation requirements (where relevant)
• Make a positive contribution by leading School meetings and seminars and be a member of School/Faculty committees as required;
• Actively engage and contribute to UNSW's Education Focussed community driving educational excellence across the university
• Work collaboratively with peers across the UNSW in all aspects of academic endeavour, develop learning and teaching strategies and resources and contribute to an exchange of teaching ideas, and mentoring of staff
• Ensure hazards and risks are identified and controlled for tasks, projects and activities that pose a health and safety risk within your area of responsibility
• 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 & safety of yourself or others

Skills and Experience

• A PhD in a related discipline, and/or relevant work experience
• Actively stays up to date with discipline knowledge and development
• Demonstrated experience in teaching and learning design using a range of pedagogical approaches, development and delivery of courses and programs, at undergraduate and/or 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 experience with industry or work-integrated learning
• Evidence of professional development of teaching practice in self and others with the ability to advance and lead an inclusive culture of excellence in learning and teaching
• Demonstrated success in initiating curriculum development and improvement
• 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
• 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.