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## POSITION DESCRIPTION

# Early Career Academic Fellow (ECAF)

Position Level	A/B
Faculty/Division	Business
Position Number	ADMIN ONLY
Original document creation	12/11/ 2020

### Position Summary

UNSW Business School Early Career Academic Fellows (ECAF) Program provides an opportunity for suitably qualified PhD student applicants (PhD submission with no more than 2 years post PhD completion) within the Faculty to gain experience in high quality teaching experience, mentoring and administrative experience in the respective School's undergraduate and graduate offerings. It will be a two-course equivalent teaching load. The position will also engage in publishing research in their disciplinary area, specifically leading (A\*) international journals. It is expected that the appointee will contribute to the collegial and intellectual life of their School and discipline and complete the Foundations of University Learning and Teaching program.

The Fellowship provides an outstanding development platform for the leading academics of the future.

ECAFs report to their enrolled Schools, Head of School (or delegate), and are supervised by the Deputy/Associate Head of School or delegate; the program is sponsored at the Business School by the Senior Deputy Dean Academic (or delegate).

### Accountabilities

Specific accountabilities for this role include:

- Participate in induction training at the commencement of employment.
- Undertake educational training appropriate to the appointee's level of teaching experience and prior training including developing digital competencies. Deliver tutorials, lectures, and other teaching as allocated by the appointee's Head of School (or delegate) in accordance with the UNSW Business School's Principles for Academic Workload.
- Undertake scheduled consultation sessions as required and allocated by the Head of School (or delegate), in accordance the UNSW Business School's Principles for Academic Workload.

- Carry out teaching related activities allocated by the Head of School (or delegate), such as class preparation, administration of relevant records, informal consultation with students, exam supervision, marking assessments, and other coordination activities.
- Engage with a designated mentor within the School.
- Participate in development and associated activities, as outlined in the myCareer conversation and including FULT and any research related training and development.
- Engage in research projects and develop a high-quality journal publication pipeline (A\* Journals) based on the PhD thesis.
- Align with and actively demonstrate the [Code of Conduct and Values](#)
- 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**

- Have submitted a PhD in the UNSW Business School PhD program (no later than 31st January 2023) and be no more than 2 years since completion.
- Have developed a feasible high quality publication plan which has been endorsed by your Supervisor.
- A recognised degree specialisation in a faculty teaching area with the ability to teach undergraduate/postgraduate offerings either as a lecturer and/or tutor
- Strong oral and written communication skills with demonstrated capacity to engage with a diverse range of students
- Demonstrated ability to work independently and as part of a team within an academic environment
- 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.
- Work rights check, you must have rights to work in Australia. This role is based in Sydney.

#### **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.