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## POSITION DESCRIPTION

# Associate Lecturer (Level A)/Lecturer (Level B) Education Focused

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Position Level	A/B
Faculty/Division	00203394
Position Number	ADMIN ONLY
Original document creation	26/9/ 2024

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### Position Summary

UNSW's Education Focussed roles (EF) enable academics to specialise in education, devoting 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.

The role of **Associate Lecturer (Level A) / Lecturer (Level B)** reports to Chun Wang and has no direct reports.

### Associate Lecturer (Level A)

#### Accountabilities

Specific accountabilities for this role include:

- Demonstrate a well-defined teaching philosophy that inspires student learning
- Delivering, convening and teaching large multidisciplinary design engineering courses at undergraduate level (1<sup>st</sup> and 2<sup>nd</sup> year) with guidance of more senior academics.
- Convening and teaching mechanical design courses with guidance of more senior academics.
- Maintaining and coordinating learning management systems in the context of large project-based design courses.

- Preparing and coordinating guidelines and rubrics to lead a community of teachers with guidance of more senior academics.
- Demonstrating a well-defined teaching philosophy that inspires student learning.
- Conducting classes, assess student learning achievements and support students in line with UNSW policy and with guidance of more senior academics.
- Conducting research in engineering design education with guidance of more senior academics.
- Designing and developing learning activities and resources, and assessment and feedback using a range of appropriate approaches and learning environments with the support of more senior academics.
- Contributing to the development of experimental approaches to teaching and learning led by more senior academics.
- Managing course administration, including academic quality assurance with guidance of more senior academics.
- Conduct classes, assess student learning achievements and support students in line with UNSW policy and with guidance of more senior academics
- Design and develop learning activities and resources, and assessment and feedback using a range of appropriate approaches and learning environments with the support of more senior academics
- Contribute to the development of experimental approaches to teaching and learning led by 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, including academic quality assurance
- Maintaining professional development in pedagogy, disciplinary knowledge and minimum professional accreditation requirements (where relevant).
- Making a positive contribution to School meetings and seminars and be a member of School/Faculty committees as required.
- 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
- Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](#) and the [UNSW Code of Conduct](#)

## **Skills and Experience**

- A PhD or near completion of PhD in design engineering, mechanical engineering, or a related discipline is essential.
- Contemporary knowledge of the design engineering discipline.
- Demonstrated experience in and passion for teaching and learning design, development and/or delivery at undergraduate and/or postgraduate level.
- A good track record in achieving excellent student satisfaction and experience in teaching.
- Knowledge of educational technologies, learning management systems, project-based learning, and online delivery methods.

- A strong commitment to work-integrated learning (desirable).
- Experience in engaging students and fostering independent learning through meaningful assessment and helpful feedback. Evidence of and/or preparedness to undertake professional development of teaching practice.
- Evidence of highly developed interpersonal 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.
- Ability and capacity to implement required UNSW health and safety policies and procedures.

## **Lecturer (Level B)**

### **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 design engineering at postgraduate and undergraduate levels;
- Design and develop learning activities and resources, and assessment and feedback using a range of suitable approaches
- Initiate and introduce experimental learning activities for design engineering courses;
- 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 (where relevant)
- Make a positive contribution to School meetings and seminars and be a member of School/Faculty committees as required;
- Manage course administration as Course Authority, including academic quality assurance.
- 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**

- A PhD in design engineering, mechanical engineering, or a related discipline is essential.
- Actively stays up to date with discipline knowledge and professional development
- Demonstrated experience in development and delivery of engineering courses at undergraduate and/or postgraduate level.

- Experience using and/or designing with modern 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)
- High level communication skills and ability to network effectively and interact with a diverse range of students and staff.
- Demonstrated knowledge of industry or experience of work-integrated learning (desirable)
- Evidence of highly developed interpersonal and organisational skills.
- Demonstrated ability to work in a team, collaborate across disciplines and build effective relationships.
- Evidence of ability to support and inspire students from diverse backgrounds and support student equity, diversity and inclusion initiatives.
- Contemporary knowledge of at least one design engineering discipline.
- 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.