

# Position description

## Lecturer

Department/Unit	Student and Academic Support Unit Faculty Education Portfolio
Faculty/Division	Faculty of Medicine, Nursing and Health Sciences
Classification	Level B
Work location	Peninsula Campus, Monash affiliated clinical sites
Date document created or updated	3 March 2017

## Organisational context

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit [www.monash.edu](http://www.monash.edu)

The **Faculty of Medicine, Nursing & Health Sciences** is the University's largest research faculty. World-class researchers work across disciplines including laboratory-based medical science, applied clinical research, and social and public health research. The faculty is home to a number of leading medical and biomedical research institutes and groups, and has contributed to advances in many crucial areas. Our expertise in life sciences and biomedicine is recognised both nationally and internationally.

From a teaching perspective, our education curriculum covers a range of disciplines, including medicine, nursing, radiography and medical imaging, nutrition and dietetics, paramedic studies, biomedical sciences, physiotherapy, occupational therapy, behavioural neurosciences and social work. We take pride in delivering outstanding education in all courses, in opening students to the possibilities offered by newly discovered knowledge and in providing a nurturing and caring environment. To learn more about the faculty, please visit [www.med.monash.edu.au/](http://www.med.monash.edu.au/)

The **Student Academic Support Unit (SASU)** of the Faculty of Medicine, Nursing and Health Sciences sits within the portfolio of the Deputy Dean, Education.

SASU assists students in the development of linguistic, communication and academic skills specific to the medical and health sciences disciplines. Particular emphasis is placed on the needs of international and non-English speaking background (NESB) students.

The Unit provides support to students in undergraduate and graduate-entry professional courses in medicine, nursing, health sciences, allied health, and social work, including students based at clinical metropolitan sites. SASU lecturers have backgrounds in linguistics and applied linguistics, English as a second language, education and medicine.

## Position purpose

This Lecturer B position involves development and teaching of language and academic skills programs for international and NESB students at the Peninsula campus and associated clinical sites, with a particular emphasis on clinical communication skills.

The role works collaboratively with the existing SASU team on program design and delivery. This includes the development of original course materials and the provision of lectures, tutorials and individual consultations on clinical communication skills, oral and written English language development and other aspects of student learning within a clinical context. The role involves liaison with clinical staff and travel to clinical placement sites.

**Reporting Line:** This position reports to the Director, SASU, with additional reporting to the Dean Education

**Supervisory responsibilities:** Not applicable

**Financial delegation and/or budget responsibilities:** Not applicable

## Key responsibilities

Specific duties required of a Level B academic may include:

1. Planning and implementation of language, communication and academic skills programs for international and NESB students in the Faculty of Medicine Nursing and Health Sciences at the Peninsula campus and associated clinical sites; including needs analysis, and liaison with academic, support and clinical staff from the faculty including regular review, monitoring and evaluation of effectiveness of programs
2. The initiation, development and conduct of adjunct classes, lectures, seminars, tutorials, practical classes, demonstrations, workshops, student field excursions, clinical sessions, studio sessions, individual learning assessments and learning plans
3. The initiation and development of subject material, attuned to the specific demands of the clinical context
4. Supervision of major honours or postgraduate research projects
5. Supervision of the program of study of honours students and of postgraduate students engaged in course work
6. The conduct of research
7. Involvement in professional activity, including provision of advice to the faculty staff on the language and academic needs of students. This includes the delivery of staff development workshops where appropriate
8. Consultation and collaboration with SASU staff and faculty staff in the organisation, development and delivery of teaching programs
9. Broad administrative functions; the majority of which are connected with the subjects in which the academic teaches, including support for the Director in the planning and development of the unit's activities and preparing reports for the Deputy Dean Education and other bodies as required
10. Marking and assessment
11. Attendance at departmental, school and/or faculty meetings and a major role in planning or committee work

## Key selection criteria

### Essential criteria

1. A Level B academic shall have qualifications and/or experience recognised by the university as appropriate for the relevant discipline area. In many cases a position at this level will require a doctoral or masters qualification or equivalent accreditation and standing. In determining experience relative to qualifications, regard is had to teaching experience, experience in research, experience outside tertiary education, creative achievement, professional contributions and/or contributions to technical achievement

2. Possess a high level of interpersonal skills and demonstrated ability to work independently and as part of a team across both the education and service sectors
3. Ability to analyse and identify the particular communication and academic study needs of student groups and to develop original, discipline-specific teaching materials and courses
4. Ability to work positively and cooperatively with students, internal and external teams and agencies and a demonstrated capacity to work in a collegiate manner with other staff in the workplace
5. Demonstrated strong record of teaching experience in a tertiary environment
6. Demonstrated ability to stimulate, actively engage and educate a given audience including the ability to build rapport with students and sensitivity to needs of different groups, particularly international and NESB students
7. Proven ability, commitment and passion for engaging in scholarly and research activities
8. Demonstrated statistical analysis and/or manuscript preparation skills; including a solid track record of refereed research publications and/or demonstrated track record of original curricula development and professional contribution, along with the conduct of scholarly and research activity
9. High level of proficiency in the English language, with expertise in the area of language use in different disciplinary contexts and in the rhetorical requirements of academic genres

## Other job related information

- Travel (e.g. to other campuses of the University) may be required
- There may be peak periods of work during which the taking of leave may be restricted

## Legal compliance

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.

## Organisational Chart

