

# Position description

<b>Position title:</b>	<b>Lecturer, Social Work/Community and Human Services</b>
<b>School/Section/VCO:</b>	<b>School of Arts</b>
<b>Campus:</b>	<b>Mt Helen Campus. Travel to other campuses will be required.</b>
<b>Classification:</b>	<b>Within the Academic Level B range</b>
<b>Employment mode:</b>	<b>Continuing appointment</b>
<b>Probationary period:</b>	<b>This appointment is offered subject to the successful completion of a probationary period.</b>
<b>Time fraction:</b>	<b>Full-time</b>
<b>Recruitment number:</b>	<b>848926</b>
<b>Further information from:</b>	<b>Associate Professor Rob Townsend, Associate Professor, Social Work Telephone: (03) 5327 6576 Email: r.townsend@federation.edu.au</b>
<b>Position description approved by:</b>	<b>Professor Andrew Hope, Dean, School of Arts</b>

**This position description is agreed to by:**

\_\_\_\_\_  
Employee name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**The University reserves the right to invite applications and to make no appointment.**

Warning: uncontrolled when printed.

Authorised by: Director, Human Resources  
Document owner: Manager, HR Shared Services

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## Position summary

Appropriate to the level of the appointment, the Lecturer, Social Work/Community and Human Services will be expected to:

- contribute to the development and delivery of Social Work/Community and Human Services courses at undergraduate and graduate levels across different teaching locations;
- contribute to the delivery and development of online teaching resources;
- contribute to the School's research program by participating in research activities and developing or maintaining an active research profile.
- contribute to the School's administrative functions; and
- travel to other campuses and undertake multi-campus activities.

## Key responsibilities

1. Develop, teach, coordinate and moderate courses in Social Work/Community and Human Services at undergraduate and graduate diploma levels.
2. Undertake teaching and assessment of undergraduate, honours and postgraduate students within the area of Social Work/Community and Human Services.
3. Conduct fieldwork liaison for students on placement.
4. Undertake research activities that are aligned with the strategic research priorities of the School and University.
5. Supervise students undertaking project courses and honours programs.
6. Recruit and supervise research higher degree students.
7. Participate in team projects and various committees as required.
8. Contribute to the administrative functions of the School.
9. Other responsibilities applicable to a Level B academic under current minimum standards for Academic Levels, as assigned by the Dean of School.
10. Reflect and embed the University's Principles, Objectives and Strategic Priorities when exercising the responsibilities of this position. For a more complete understanding and further information please access the Strategic Plan at: <https://federation.edu.au/about-us/our-university/strategic-plan>.
11. Undertake the responsibilities of the position adhering to:
  - The Staff and Child Safe Codes of Conduct and Conflict of Interest Policy and Procedure;
  - Equal Opportunity and anti-discrimination legislation and requirements;
  - the requirements for the inclusion of people with disabilities in work and study;
  - Occupational Health and Safety (OH&S) legislation and requirements; and
  - Public Records Office of Victoria (PROV) legislation.

## Level of responsibility

The Lecturer, Social Work/Community and Human Services will work independently in the conduct of teaching and research activities and be an active contributor to administrative functions within the School.

## Training and qualifications

The Lecturer, Social Work/Community and Human Services will hold at least a master's degree in a relevant discipline. A doctoral qualification is desirable.

The Lecturer, Social Work/Community and Human Services will also have completed the Graduate Certificate in Education (Tertiary Teaching) or equivalent. If the Lecturer, Social Work/Community and Human Services does not hold this qualification, they will be required to complete the qualification through the University's Centre for Learning Innovation and Professional Practice upon commencement of their employment (for further information, go to: <https://federation.edu.au/staff/learning-and-teaching/professional-development/award-programs/graduate-certificate-in-education-tertiary-teaching-gcett>).

All academic positions delivering education and/or services to children (a child for this purpose is considered to be someone below the age of 18 years) in first-year undergraduate programs must hold a valid Working with Children Check (WWCC) or hold a current registration with the Victorian Institute of Teaching (VIT).

## Position/Organisational relationships

The Lecturer, Social Work/Community and Human Services will work under the broad direction of the Dean of School, and work as part of the School's team of academic and administrative staff.

## Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following Key Selection Criteria:

1. A master's degree, with a significant research component in a relevant discipline. A doctoral qualification is desirable.  
Eligibility for membership of the Australian Association of Social Workers.  
Graduate Certificate in Education (Tertiary Teaching) or equivalent or willingness and commitment to complete this qualification upon commencement of employment.
2. Commitment to scholarship in Social Work/Community and Human Services and a potential for academic advancement.
3. Demonstrated commitment to and enthusiasm for teaching, and a good teaching record in Social Work/Community and Human Services.
4. Commitment to curriculum development and academic administration of courses in Social Work/Community and Human Services.
5. Previous experience in academic administration including the administration of courses.
6. Evidence of research expertise and a demonstrated capacity and preparedness to achieve an active research profile in the field of Social Work/Community and Human Services.
7. Evidence of an ability to work collegially and collaboratively in teaching, administration and research in Social Work/Community and Human Services.

8. Excellent interpersonal, oral and written communications skills and an ability to relate well to students and other University staff.
9. Demonstrated capacity to supervise of honours and graduate students.
10. Demonstrated capacity to contribute to multi-campus and multi-modal teaching of undergraduate and postgraduate courses in Social Work/Community and Human Services.
11. Knowledge and understanding of the needs of a diverse range of students, including those with disabilities.
12. Hold current Police and Working with Children Checks.
13. Demonstrated working knowledge and application of the Child Safety Standards.
14. Demonstrated knowledge and application of appropriate behaviours when engaging with children, including children with a disability and from culturally and/or linguistically diverse.

## Minimum Standards for Academic Levels (MSALs) Teaching and research academic staff

### Level B

A Level B academic will undertake independent teaching and research in his or her discipline or related area. In research and/or scholarship and/or teaching a Level B academic will make an independent contribution through professional practice and expertise, and coordinate and/or lead the activities of other staff, as appropriate to the discipline.

A Level B academic will normally contribute to teaching at undergraduate, honours and postgraduate level, engage in independent scholarship and/or research and/or professional activities appropriate to his or her profession or discipline. He or she will normally undertake administration primarily relating to his or her activities at the institution and may be required to perform the full academic responsibilities of and related administration for the coordination of an award program of the institution.

*The standards are not exhaustive of all tasks in academic employment, which is by its nature multi-skilled and involves an overlap of duties between levels.*

Federation University Australia  
Union Collective Agreement  
2015–2018  
Academic and General Staff Employees