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POSITION DESCRIPTION

Lecturer

Education focussed

Position Level

Level B

Faculty/Division

Business

Position Number

00093292

Original Document creation

March 2022

Position Summary

UNSW's Education Focussed roles (EF) enable academics to specialise in delivering high-quality teaching and pursuing initiatives to enhance the educational experience of our students.

The EF Lecturer role will accelerate the adoption of educational innovations such as flipped-class and practice-based teaching, active learning and design more authentic activities and assessments.

The role of Lecturer will report to the relevant Head of School and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Assist the Business School in its ambition to transform teaching by working collaboratively across disciplinary areas and with Faculty teams engaged in Education Uplift.
- Demonstrate and continuously develop a well-defined teaching philosophy that inspires student learning and contributes to the University's education community of practice.
- Conduct classes, assess student learning achievements, and support students in undergraduate and postgraduate courses in line with UNSW policy.
- Design and develop inclusive learning activities and resources, and assessment and feedback using a range of suitable approaches and learning environments including team-based and transdisciplinary approaches.

- Initiate the development of experimental approaches to teaching and learning using technology and with the support of more experienced 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 as Course Authority, including academic quality assurance.
- Maintain professional development in pedagogy, disciplinary knowledge and professional accreditation requirements (where relevant), and advance engagement with industry for educational impact.
- Make a positive contribution to School meetings and seminars and be a member of School/Faculty committees as required.
- Assist with administration and development of the relevant school's education portfolio, including face to face, hybrid, and fully online programs.
- Undertake professional teaching activities relevant to the subjects taught.
- 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 Postgraduate (Masters or equivalent) degree is the minimum qualification required for the role, or those having relevant industry experience or equivalent competence gained through any combination of education, training and experience. For example, you may hold a fellowship of a higher education academy or of an industry body or association.
- Expertise in several or all of the following: online, hybrid & face-to-face teaching, synchronous/asynchronous learning, experiential pedagogies, work-integrated learning, authentic assessment & feedback.
- Actively stays up to date with business related discipline knowledge and professional development.
- Demonstrated experience in teaching and learning design, development and delivery.
- Experience using and/or designing with 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).
- Demonstrated knowledge of industry or experience of work-integrated learning (desirable).
- Evidence of highly developed interpersonal and organisational skills and capacity to work in a team environment.
- Evidence of ability to support and inspire students from diverse backgrounds and contribute to 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.
- 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.