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## POSITION DESCRIPTION

# Associate Professor – Education Focussed

Position Level

Level D

Faculty/Division

Business

Position Number

ADMIN ONLY

Original document creation

March 2022

### Position Summary

UNSW's Education Focussed roles (EF) enable academics to specialise in education and devote 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 specialisation will be expected to successfully drive educational excellence within the university's teaching and learning communities.

The role of Associate Professor reports to the Head of School and has no direct reports.

### Accountabilities

Specific accountabilities for a level D role include:

- Apply a well-defined teaching philosophy and a critically reflective teaching practice that inspires student learning and cultivates a positive attitude towards teaching.
- Engage in peer support and peer review and disseminate best-practice in education.
- Conduct classes, assess student learning achievements and support students in both postgraduate and undergraduate courses in line with UNSW policies and procedures, and as an exemplar for others.
- Take a lead in designing and developing learning activities and resources, and assessment and feedback at both course and program level using a range of suitable approaches, modes of delivery, and learning environments.

- Take a lead in designing and developing experimental approaches to teaching and learning and participate in the exchange of these approaches with colleagues in the School, Faculty and more broadly.
- Work collaboratively with School and Faculty colleagues, including close working relationships with members of the Education Portfolio, to help fulfil the Education Strategy and Priorities of the Business School and UNSW.
- Design and develop experimental approaches to teaching and learning which positively contributes to the development of institutional policy and strategy.
- Redesign the learning experience, including the formal curriculum, to develop inclusive learning communities for our students to perform and thrive in the contemporary workplace and promote lifelong learning opportunities.
- Contribute to support strategies for learning progression that enable positive outcomes for students.
- Support learning progression with students as individuals (through such things as one-to-one consultation) and as a cohort (through general course related advice) to achieve positive learning and employability outcomes for students.
- Lead the review, development and/or design of curriculum and manage curriculum administration as Course Authority, including academic quality assurance.
- Develop and maintain links within the discipline, industry or profession that make a positive contribution to the curriculum, student employability and/or industry professional development requirements.
- Work collaboratively to attract internal and external education funding opportunities.
- Make a positive contribution by leading School and Faculty meetings and seminars and be a member of School, Faculty and University committees as required.
- Maintain professional development in pedagogy, disciplinary knowledge and professional accreditation requirements (where relevant).
- Provide administrative leadership at School and/or University level, including coordination of courses; departmental and/or faculty meetings, open days and student recruitment activities.
- Provide leadership to UNSW's Education Focussed community, driving educational excellence across the university.
- Work collaboratively with peers across the UNSW in all aspects of academic endeavour, develop learning and teaching strategies and resources and contribute to an exchange of teaching ideas, and mentoring of staff.
- Take a lead in promoting responsible management education, including business ethics, and reflect principles in course and program learning outcomes, as well as assurance of learning processes.
- Engage with academic, professional and international organisations relevant to the objectives of the School and faculty.
- 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 PhD in a related discipline, and/or relevant work experience.
- Actively stays up to date with discipline knowledge and development.
- Demonstrated experience in teaching and learning design using a range of pedagogical approaches, development and delivery of courses and programs, at undergraduate and/or postgraduate level.
- Experience of implementing educational technologies and online delivery methods.
- Evidence of teaching effectiveness and passion for educational excellence and fostering this in others.
- Demonstrated experience with industry or work-integrated learning.
- Evidence of professional development of teaching practice in self and others with the ability to advance and lead an inclusive culture of excellence in learning and teaching.
- Demonstrated success in initiating curriculum development and improvement.
- Evidence of highly developed interpersonal and organisational skills.
- Evidence of ability to support and inspire students from diverse backgrounds and support student diversity and inclusion initiatives.
- Demonstrated ability to interact with the profession and industry and attract funding for learning and teaching 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.