



UNIVERSITY  
OF WOLLONGONG  
AUSTRALIA

## POSITION DESCRIPTION

### Academic Positions

*(In addition to the Position Classification Standards)*

Position Title: Lecturer, Occupational Hygiene/Occupational Health and Safety  
Level: B  
Faculty: Faculty of the Arts, Social Sciences and Humanities  
School: School of Social Sciences

#### **Primary Purpose of the Position:**

This position will contribute to teaching, research, governance, and community engagement in the Occupational Health and Safety program in the School of Social Sciences.

The role will contribute to the development of innovative and world class research and teaching programs, achieved through collaborative research projects with academic colleagues, community and industry partners; innovative curricula that meet TEQSA and professional accreditation standards; effective partnerships with the community, practitioners, researchers, and government and non-government agencies; and productive collaborative arrangements across the university with academic colleagues and research institutes. The position will have specific responsibility for teaching and coordination of subjects at undergraduate and postgraduate levels.

Your teaching responsibilities will require scholarly approaches to content delivery, practice and skill development, and application of evidence-based pedagogy and methods (including flexible delivery, e-learning and inclusive practice).

#### **Position Environment:**

UOW is a leading Australian university with a history of outstanding achievements in teaching and learning, research and community engagement. It is fundamentally committed to providing our diverse body of students with an engaging world class and internationally oriented learning experience. The success of this commitment is demonstrated by enviable results in preparing students for the challenges of future study and workplace environments. The University has also established a strong research profile and an outstanding record of achievement in research performance and intensity over the last decade.

The School of Social Sciences is a dynamic, inter-disciplinary community of health and social science scholars of national and international standing with a goal to change society for the better. The School of Social Sciences is one of six Schools in the Faculty of the Arts, Social Sciences and Humanities. It comprises five disciplines – Criminology and Social Policy, Public Health, Social Work, Occupational Health and Safety, and Geography and Sustainability – and three research units – the Australian Centre for Engagement, Evidence and Values (ACHEEV), the Centre for Occupational, Public and Environmental Research in Safety & Health (COPERSH) and the Australian Centre for Culture, Environment, Society & Spaces (ACCESS). COPERSH's vision is to address new, emerging and complex health and safety problems in occupational, public and environmental settings through collaborative research with university and industry partners.

We work inclusively with communities, policy-makers, practitioners, industries, key stakeholders and publics to explore how practices, policies and structures contribute to cycles of poor health, social disadvantage and injustice.

As researchers, we co-produce and communicate evidence. Our students analyse and address real world social and

health problems on campus, on-line and in workplaces. We offer undergraduate and postgraduate programs in social work, social sciences (social policy and criminology), public health, occupational health & safety, occupational hygiene, human geography and sustainability studies.

As academics, practitioners, activists and students, our vision is to transform society and empower people to lead fulfilling, healthy and safe lives. This position offers a unique opportunity to contribute to research, teaching and community and industry engagement across a group of vibrant and expanding disciplines.

### Major Accountabilities/Responsibilities:

Responsibilities		Outcome
1.	Use up to date professional expertise and research-based evidence to work with academic staff in the development, implementation and evaluation of innovative curricula that meet TEQSA and relevant professional standards.	Subjects have up to date content and pedagogical approaches consistent with accreditation requirements.
2.	Promote awareness of the program and higher degree research opportunities to prospective students, industry, the community, government and non-government organisations; liaise with stakeholders to assure and improve course and higher degree research quality.	Participate in relevant professional and sector bodies and events, and university community and professional engagement activities. Maintain up-to-date industry/ professional/ community networks and practice through scholarship, professional networks and community links.
3.	Conduct collaborative research projects with academic colleagues, community and industry partners.	Remain research active in accordance with the Research Active Policy.
4.	Consult with students.	Quality student experience and support is delivered.
5.	Supervise the program of study of honours students or of postgraduate students engaged in course work and/or supervision of major honours or postgraduate research projects.	Research and coursework students are well supported.
6.	Marking and assessment primarily connected with subjects in which the academic teaches.	Students are fairly assessed on their progress in a timely manner
7.	Undertake broad administrative functions.	Subjects are well organised and administered, leading to quality student experience.

8.	Demonstrate active and constructive participation in Governance and Service activities. This includes attendance at departmental and/or faculty meetings/ events and/or membership of a limited number of Committees and <u>community/professional engagement</u>	Make a positive contribution to the Faculty, University and professional/academic community.
9.	Acting as course and subject coordinator	Subjects are well organised and administered, leading to a quality student experience
10.	Observe principles and practices of Equal Employment Opportunity	To ensure fair treatment in the workplace
11.	Have WH&S responsibilities, accountabilities and authorities as outlined in the <a href="http://staff.uow.edu.au/ohs/commitment/responsibilities/document">http://staff.uow.edu.au/ohs/commitment/responsibilities/document</a>	To ensure a safe working environment for self & others.

### Reporting Relationships:

Position Reports to:	Discipline Lead, Occupational Health and Safety
The position supervises the following positions:	N/A
Other Key Contacts:	Head of School; Academic Program Directors; Discipline Leaders for Criminology and Social Policy, Social Work, and Public Health; Subject Coordinators of related/other discipline/programs

### Key Relationships:

#### Contact/Organisation:

Head of Occupational Health and Safety  
Academic Program Directors  
Head of School  
Head of Students  
Head of Research  
Head of Learning and Teaching  
Subject Coordinators of related/other discipline/programs

#### Purpose & Frequency of contact

Primary supervisor – regular contact  
Direction and support – regular contact  
Direction and support – as needed  
Student matters – as needed  
Research matters – as needed  
Program matters – as needed  
Program matters – as needed

## **Key Challenges:**

1. Development of practice competencies, subject content and delivery and teaching subjects across undergraduate and postgraduate Occupational Health and Safety courses whilst maintaining quality, innovation and flexibility in educational approaches
2. Mentoring and supporting students from a wide variety of backgrounds
3. Maintaining professional and sector relevance and up to date networks and understanding of the evidence base of subjects
4. Engaging in productive research relevant to industry, community and colleagues and the program
5. Working effectively and efficiently with professional, academic and industry colleagues

## **Selection Criteria:**

- A doctoral qualification or significant progress towards a PhD in occupational health and safety/ Certified Occupational Hygienist (COH). Certification from a NAR body may be considered, Non-PhD holders with equivalent industry experience may be considered but must commit to undertaking a PhD if successful.
- Proven experience and knowledge in the following teaching principles:
  - Innovative and high-quality teaching
  - Teaching in a tertiary or professional education environment
  - A record of effective subject and/or course implementation or equivalent
- Sound understanding of discipline area including occupational hygiene and occupational health and safety and a capacity to develop teaching and work-based learning and research into these areas and actively contributing to existing research strengths in the discipline of OHS.
- Outstanding interpersonal skills including the ability to develop and promote effective relationships with colleagues and the ability to relate confidently and credibly with a wide range of external agencies including government, industry, and local communities.
- Extensive experience in quality teaching at undergraduate and postgraduate levels
- Established professional and industry networks in occupational health and safety or related areas and demonstrated capacity to develop new collaborative relationships.

## **Personal Attributes:**

- Strong and effective communicator.
- Highly organised particularly relating to project management/academic (or other) administration.
- A strong personal commitment to research and education.
- Personable and committed to developing and promoting effective relationships with colleagues and be able to relate confidently and credibly with a wide range of external agencies including government, industry and local communities.
- Ability to work flexibly, without close supervision and meet deadlines.
- Attention to detail and willingness to engage in academic administration, student advising and case management.

## **Special Job Requirements:**

May be required to work outside of standard business hours or across campuses and research partner facilities.

## **Roles and Responsibilities in Relation to Workplace Health and Safety:**

The University of Wollongong is committed to providing a safe and healthy workplace for its workers, students and visitors. All members of the University community have a collective and individual responsibility to work safely and be engaged in activities to help prevent injuries and illness.

In addition to the major accountabilities/responsibilities required for your position, you also hold the following roles and responsibilities in relation to Workplace Health and Safety:

### *All Staff*

- Take reasonable care for your health and safety as well as others.
- Comply with any reasonable instruction by the University.
- Cooperate with any reasonable policies and procedures of the University including reporting of hazards or incidents via the University reporting process.
- Certain staff have specific responsibilities for Work Health and Safety (WHS), further information is available in the document [Roles And Responsibilities for WHS](#) and [WHS Management System](#).

## **Inherent Requirements:**

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job.
- Meet the productivity and quality requirements of the position.
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. The University wants to place you in the best situation to use your skills effectively in the position you are applying for at the University.



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## POSITION CLASSIFICATION STANDARD - Teaching and Research

Title: Lecturer

Level: B

### Description

A position classification standard describes the broad categories of responsibility attached to academic staff at different levels. 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. **Therefore the standards should not be applied mechanistically. Quality of performance is the principal factor governing level of appointment of individuals, and a broadly-worded skill base is set out for each level.**

All levels of academic staff can expect to make a contribution to a diversity of functions within their institutions. Such functions include teaching research participation in professional activities and participation in the academic planning and governance of the institution. The balance of functions will vary according to level and position and over time.

- General Standard
- Specific Duties
- Skill Base

### General Standard

A Level B academic is expected to make contributions to the teaching effort of the institution and to carry out activities to maintain and develop her/his scholarly, research and/or professional activities relevant to the profession or discipline.

### Specific Duties

Specific duties required of a Level B academic may include

- The conduct of tutorials, practical classes, demonstrations, workshops, student field excursions, clinical sessions and studio sessions.
- Initiation and development of subject material.
- Acting as subject coordinators.
- The preparation and delivery of lectures and seminars.
- Supervision of the program of study of honours students or of postgraduate students engaged in course work.
- Supervision of major honours or postgraduate research projects.
- The conduct of research.
- Involvement in professional activity.
- Development of course material with appropriate advice from and support of more senior staff
- Marking and assessment.
- Consultation with students.
- A range of administrative functions the majority of which are connected with the subjects in which the academic teaches.
- Attendance at departmental and/or faculty meetings and/or membership of a number of committees.

### Skill Base

A Level B academic shall have qualifications and/or experience recognised by the institution 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 to technical achievement.