POSITION DESCRIPTION:

SECTION A: Position Context

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Senior Lecturer – Information Technology &amp; Multimedia</th>
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<tbody>
<tr>
<td>Position Number</td>
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<tr>
<td>Campus/School/Department/Faculty</td>
<td>Sarawak Campus / School of Information Technology / Academic Dept.</td>
</tr>
<tr>
<td>Division</td>
<td>Higher Education Division</td>
</tr>
<tr>
<td>Term of Appointment</td>
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<tr>
<td>Effective Date</td>
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Position Purpose:

The position is an academic position at the Branch Campus University in Sarawak. The incumbent will be expected to prepare and deliver lectures, tutorials and workshops and to assess students predominantly in the discipline of Information Technology & Multimedia. A clear contribution to the School’s research output and/or commercial consultancy services is required and expected at this senior level. The incumbent will assume administrative tasks associated with normal teaching duties and will also contribute to School management and administration generally.

University Information:

Swinburne University of Technology is a large multi-sectoral and multi-campus institution with a stated mission to be a pre-eminent entrepreneurial university from the Asia-Pacific, thriving on new ideas and knowledge and exploiting its intersectoral heritage to create value for its stakeholders.

Swinburne has campuses in metropolitan Melbourne at Hawthorn, Prahran, Lilydale, Wantirna, Croydon and Healesville and an overseas branch campus university in Kuching, the capital city of the State of Sarawak in Malaysia. It also offers an increasing number of subjects and courses via the Internet. Its programs cover the education and training needs of over 40,000 students ranging from apprentices through to doctoral students.

Swinburne is proud of its close links with industry, business and the community generally. It has gained a prominent and respected name in education in Australia and overseas through:

- government funded programs and research;
- industry and business funded research;
- consultancy and training;
- fee-for-service teaching;
- an international focus for its curricula, student recruitment and operations.

The Branch Campus in Sarawak is a licensed branch campus university in Malaysia which offers selected undergraduate, postgraduate and research degree courses identical to those offered at other Swinburne campuses in Australia. It also offers pre-university foundation programs and a limited number of diploma programs. The branch campus was established in 2000 as Swinburne Sarawak Institute of Technology and on gaining university status in Malaysia changed its name to Swinburne University of Technology (Sarawak Campus) in June 2004. The Branch campus occupies a 16.5 acre site in central Kuching, the state capital of Sarawak. In 2004 the Sarawak Campus had approximately 750 students from Malaysia and other countries and plans to expand rapidly as its staff and facilities are developed in the next few years to allow a
greater number and diversity courses to be offered.

The branch campus university in Sarawak is a joint venture between Swinburne University of Technology in Australia and the State Government of Sarawak through two of its Foundations – Yayasan Sarawak and the Sarawak Higher Education Foundation. The academic operations of the campus are integrated with and controlled by the University in Australia.

Department/Faculty/School & Division

Higher Education Divisional Information

The Higher Education Division located at Hawthorn, Prahran and Kuching campuses has approximately 13,000 undergraduate and postgraduate students and over 700 academic and other staff. The relatively small size necessitates a focused approach to both course offerings and research activities. The Higher Education Division’s mission is to be a research-intensive technological university characterised by:

- Research activities of national prominence and international recognition focussed around the University’s chosen areas of excellence
- Students of high academic standard in a range of high quality specialist undergraduate and postgraduate coursework and research programs
- Being international in operation and perspective
- A significant level of self determination arising from a sustainable balance between revenue generating activity and prestige.

The division consists of five faculties and three research institutes in Australia as well as the Branch Campus University in Sarawak. The five faculties are:

- Faculty of Business and Enterprise
- Faculty of Design
- Faculty of Engineering and Industrial Sciences
- Faculty of Information & Communication Technologies
- Faculty of Life & Social Sciences

The Division has a range of undergraduate and postgraduate coursework and research programs focussed around the themes of:

- Professional engineering
- Information technology
- Business and innovation
- Design
- Multimedia
- Health and human services

Areas of research strength include:

- Advanced computing and modelling
- Advanced industrial technologies
- Astrophysics
- Biotechnology and bioengineering
- Brain function and cognition
- Entrepreneurship
- New communication technologies
- Optics and applied laser technology
- Social sustainability and well-being

School of Information Technology & Multimedia at the Sarawak Campus:

The School of IT & Multimedia is developing rapidly as it strives to expand IT education in the branch campus to help cater for the manpower needs of the State. The School currently offers 4 undergraduate and two research based postgraduate programs which can be completed entirely in Malaysia. Further expansion of undergraduate programs is also planned as new facilities become available on the Kuching campus site.

The Sarawak Campus also offers PhD and Masters (by research) programs. Research programs are available in all disciplines subject to having suitable staff and facilities to support the individual research proposal and acceptance of candidates by relevant SUTS and SUT committees.

Participation on Committees:

The appointee will contribute to regular staff meetings, course and subject committees within the School, and make contributions to University management within the School as appointed or elected.

Supervision Reporting Relationships:

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<th>This positions’ supervisor/manager</th>
<th>Director Academic</th>
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<tr>
<td>Other positions reporting to this position</td>
<td>Nil</td>
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</table>

Location:

This position is located at the Sarawak campus but the incumbent may be required to undertake duties at any of the University's campuses for limited periods.

SECTION B: Key Responsibility Areas

The key responsibility areas (KRAs) are the major outputs for which the position is responsible and are not a comprehensive statement of the position activities.

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<tr>
<th>Key Responsibility Areas</th>
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| • **TEACHING** Lecturers are expected to make a significant contribution to the teaching effort at both undergraduate and postgraduate levels. This includes the following:  
  • Prepare and conduct classes and lectures in specified teaching areas in a variety of modes.  
  • Carry out assessment of student assignments and examinations.  
  • Remain up-to-date in respect of her/his specialities and teaching methods.  
  • Coordinate and manage teaching activities for specific programs at undergraduate or postgraduate level. |
| • **ACADEMIC LEADERSHIP** Lecturers are expected to make a significant contribution to the initiation and development of programs and work with the staff team in the development of program change and innovation. Other duties will include the following:  
  • Actively participate in the further development and co-ordination of subjects and courses conducted in the Information Technology discipline. Act as Subject Convenor as required.  
  • Mentor, train and manage the performance of sessional staff when convening subjects.  
  • Work on School, Department or university wide committees as required.  
  • Effectively and efficiently coordinate courses at undergraduate or postgraduate level including areas of planning, development of courses and management of sessional staff.  
  • Effective facilitation of program and course coordination. |
Key Responsibility Areas

- **Research**
  - Contribute to the research activities and output of the School, both individually and as part of teams. This may include the following:
    - Provide leadership through the setting up of new research projects and mentoring of academic staff/research students involved with these research projects.
    - Provide assistance and advice in the running/performance of specific research projects.
    - Publish research findings in international refereed conferences, and journals.
    - Actively identify and promote collaborative research opportunities and contribute to the development of initiatives designed to enhance such links, including winning industry and competitive research grants.

- **Supervision**
  - Supervise research students as required.

- **Student Mentoring**
  - Counsel students on academic matters.
  - Mentor students in IBL placements.

- **Administration**
  - Contribute to the effective management of subjects predominantly in the IT teaching area, and across the School.

- **Builds Relationships**
  - Maintain and develop professional and industry contacts that assist in the advancement of the University, Division and School objectives.

1. **Co-Curricular**
   - Assist with the Marketing Department's student recruitment activities.
   - Contribute and assist with staff and students co-curricular club activities.

2. **General**
   - Work effectively as a member of the Academic staff providing input, advice and assistance as required.
   - Any other relevant duties as may be directed by the Director Academic or relevant Head of School.

**SECTION C: Key Selection Criteria**

Application letters and/or resumes must address the Qualifications and Knowledge/Experience/Attributes sections under the key selection criteria.

**Qualifications:** Include all educational and training qualifications, licences, and professional registration or accreditation, criminal record checks etc. required for the position.

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<thead>
<tr>
<th>Essential/Highly Desirable/Preferable</th>
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<tbody>
<tr>
<td>1. A Research based Masters degree from a Malaysian or overseas university. A PhD or progress toward it is preferred.</td>
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<tr>
<td>2. Membership of an appropriate professional body.</td>
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<tr>
<td>3. Teaching qualification or prior teaching experience at tertiary level</td>
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**Experience / Knowledge / Attributes:** Required by the incumbent to successfully perform the positions key responsibilities.

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<tr>
<td>1. Substantial teaching experience at undergraduate/postgraduate level.</td>
<td>Highly Desirable</td>
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<tr>
<td>2. A demonstrable record of teaching and administrative excellence at both the undergraduate/postgraduate levels.</td>
<td>Highly Desirable</td>
</tr>
<tr>
<td>3. Demonstrated experience and excellence in developing subjects or programs at undergraduate level and postgraduate level, and in subject and student management.</td>
<td>Preferable</td>
</tr>
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</table>
4. Demonstrated commitment to leading edge/best practice education, including flexible delivery formats and the use of case studies, role-plays and/or simulations in the learning environment.

5. Demonstrated industry or consulting experience included demonstrated links with relevant industries and government organisations.

6. Clear teaching / research / industry experience and expertise in at least two of the following preferred areas:

   **Multimedia**
   - Have work/teaching/research expertise in at least two of the following preferred areas – User Experience Design, Experience Design Theory, Usability Engineering, Interactive Programming (Action Script / Lingo), Animation, Games Coding, or Flash (Advanced Level)

   **Computer Systems**
   - Have work/teaching/research expertise in at least two of the following preferred areas – UML/Object Oriented Analysis & Design, C/C++, Java, Linux, Relational Database (Oracle), Networking Technologies, Telecommunications, or IT Project Management

   **Internet Technologies**
   - Have work/teaching/research expertise in at least two of the following preferred areas — ASP.Net, VB.Net, ADO.Net, PHP
   - Web Servers (Installation, Set up, Security), Web Services, Mobile Web Applications, Web Security, ORACLE Connectivity
   - JavaScript, HTML, CSS, DOM, XML
   - MYSQL (Installation, Set up)

7. Established research output and the ability in the use of research methods. This includes a track record in the ability to design and conduct independent research, a proven ability to communicate research data and the ability to collaborate on projects as applicable. Preferred ability to identify and obtain research funding from industry stakeholders (through consultancies, tenders and collaborative research) and competitive grant sources both internal and external. Research experience in the areas of taught and/or in Professional services, Not for profit, Public sector or other areas as agreed.

8. Sound understanding of organisational and management processes and capacity to manage sessional staff.

9. High level of conceptual skills to deal with operational and longer-term strategic issues in consultation with others.

10. Demonstrated ability to work productively and cooperatively with others in a team environment.

11. High level of oral and written communication skills in dealing with students, university staff and contacts in the outside business environment.

12. Demonstrate a high degree of organisational and administrative skills and capacity to contribute to student and course management and delivery.

**Swinburne Attributes:**

Our attributes inform the selection process; however, a written response to the attributes is not required. The attributes are:

- Building Organisational Capability
- Builds & Maintains Relationships
- Creates a Learning Environment
- Demonstrates Personal Integrity
- Drives Service Excellence
- Exhibits Entrepreneurial Skills
- Manages Change Effectively
- Provides Educational Leadership
- Sets Direction
- Exhibits Personal Integrity
- Drives Service Excellence
- Provides Educational Leadership
- Sets Direction

**Further Information:**

For further information, please contact Encik Azmaniza Bin Abu Bakar on telephone 082 416353 ext 213; fax 082 4235945510; email hresources@swinburne.edu.my
Applications:
Applications should include with their application a detailed CV summarising qualifications, experience and other matters considered relevant to the application. The CV should also include information on work related areas such as visa and work status in Malaysia/Sarawak. The application should also include a separate document addressing individual key selection criteria (Section C).

The University has a policy requiring successful applicants to produce evidence of all formal qualifications at the time of commencing employment.
I accept the Position Description as stated above and that the Position Description may need amending and updating periodically due to changes in responsibilities and organisational requirements. Changes to position descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

Incumbent: ________________________________ Date: __________________
Signature: ________________________________
SUTS Management Structure  
Effective February 2005