

# POSITION DESCRIPTION



## SECTION A: Position Context

<b>Position Title</b>	Lecturer
<b>Position Grade</b>	Level B
<b>Category</b>	Executive
<b>Campus / Faculty</b>	Sarawak Campus – Faculty of Engineering, Computing and Science / Faculty of Business, Design and Arts
<b>Term of Appointment</b>	Fixed-term Appointment
<b>Effective Date</b>	February 2025

## Position Purpose

A Level B academic will undertake independent teaching and research in his or her discipline or related area. In research and/or scholarship, a Level B academic will make an independent contribution which expands knowledge. They will demonstrate expertise and provide leadership and service that includes coordination of 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
- contribute to 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.

This level will usually require doctoral or master's qualification or equivalent accreditation and standing.

## Participation on Committees

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

## Supervision Reporting Relationships

<u>This positions'</u> supervisor/manager	Head of Department, or by any other person as assigned by an authorised personnel
<u>Other position reporting to</u> <u>this position</u>	None

## Location

This position is located at the Swinburne University of Technology Sarawak Campus but the appointee 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 are similar for all the academic positions (Lecturer, Senior Lecturer, Associate Professor, and Professor) - of course the pattern of emphasis within the responsibility areas will change as a person grows within the organisation.

At Swinburne, the key responsibility areas are classified into the following three domains: 1. Learning & Teaching, 2. Research, and 3. Leadership & Service. Specific responsibilities under each domain are outlined below.

KEY RESPONSIBILITY AREAS		
1.	<b>LEARNING AND TEACHING</b>	<ul style="list-style-type: none"> <li>• Pursuit of innovation and excellence in teaching.</li> <li>• Ongoing development of curriculum and instructional material for different programs and levels.</li> <li>• Convene unit of studies and conduct learning and teaching activities including lectures, tutorials (or laboratories), and assessment of students' learning to ensure a high standard of quality in the learning and teaching process.</li> <li>• Provision of consultation and mentoring to students.</li> <li>• Continuous development of teaching, training, and mentoring expertise.</li> <li>• Design and delivery of training sessions for executive participants in management development programs.</li> <li>• Expansion and development of the various learning and teaching activities of the Faculty.</li> <li>• Subject to operational needs, teaching hours may be scheduled beyond office hours including weekends.</li> <li>• Undertaking of learning and teaching activities and achievement of associated impact expected at the appointed Academic Level B ) as outlined in the "Guidelines for Expectations by Academic Levels" document.</li> </ul>
2.	<b>RESEARCH</b>	<ul style="list-style-type: none"> <li>• Development of a portfolio of activities supporting research and scholarship.</li> <li>• Dissemination of research and scholarly output through relevant platforms.</li> <li>• Supervision of honours and postgraduate (including doctoral) students.</li> <li>• Contribution to research training activities within the Faculty.</li> <li>• Development of research groups within the Faculty.</li> <li>• Securing external support for research activities.</li> <li>• Development of collaborative research networks.</li> <li>• Undertaking of research activities and achievement of associated impact expected at the appointed Academic Level B as outlined in the "Guidelines for Expectations by Academic Levels" document.</li> </ul>
3.	<b>LEADERSHIP AND SERVICE</b>	<ul style="list-style-type: none"> <li>• Maintenance of high academic and professional standards in all areas of activity.</li> <li>• Administration and development of the learning programs offered by the Faculty.</li> <li>• Administration and development of the various educational policies and management systems within the Faculty and the University.</li> <li>• Development of a vibrant academic community within the Faculty based on openness, collaboration, and experimentation.</li> <li>• Professional engagement with business and industry, in fields relevant to the Faculty.</li> <li>• Leadership in academic and professional activities relevant to the Faculty.</li> <li>• Leadership in community affairs, particularly those related to the academic areas relevant to the Faculty.</li> <li>• Undertaking of leadership and service activities and achievement of associated impact expected at the appointed Academic Level Bas outlined in the "Guidelines for Expectations by Academic Levels" document.</li> </ul>
4.	<b>SWINBURNE VALUES AND CULTURE</b>	<ul style="list-style-type: none"> <li>• Commit to the Swinburne Values.</li> <li>• Conduct work professionally while demonstrating the Swinburne Values at all times.</li> </ul>

5.	<b>OCCUPATIONAL HEALTH AND SAFETY (OHS)</b>	Assist management in ensuring compliance of all OHS legal and procedural requirements by various stakeholders, including through the following: <ul style="list-style-type: none"> <li>• Execute OHS requirements in respective work areas;</li> <li>• Maintain cleanliness, good housekeeping and overall safe work environment; and</li> <li>• Undertake immediate correction and improvement action on any non-compliance practices, and report all OHS related injuries, ill health or incidents to the OHS section.</li> </ul>
6.	<b>OTHER DUTIES</b>	Any other duties as and when directed by the Head of Department; or Dean, Faculty / Head of School; or by any other person as assigned by an authorised personnel.

## SECTION C: Key Selection Criteria

The application should include a separate document addressing each applicable element of the Key Selection Criteria, describing with evidence, how the applicant fulfils the essential and desirable criteria appropriate to the position being targeted.

Qualification / Educational Background		Essential / Highly Desirable
1.	Undergraduate degree and/or equivalent qualifications and/or professional experience in a relevant field from a reputed institution. In many cases an honours degree or a three-year degree with postgraduate diploma level.	Essential
2.	Professional qualification in a relevant field or those progressing towards the qualification (if applicable).	Essential
3.	Registration with relevant professional body (if applicable).	Essential
4.	Master's degree (preferably by research) / Doctoral degree (preferably by research) in a relevant field from a reputed institution.	Essential
5.	Excellent academic results from pre-university level onwards.	Essential

Other Skills / Experience / Knowledge		Essential / Highly Desirable
1.	Knowledge in relevant sub-areas or specialist areas.	Essential
2.	Research track record.	Essential
3.	Excellent oral and written communication skills in English.	Essential
4.	Prior teaching experience at undergraduate or postgraduate level.	Highly Desirable
5.	Ability to identify research opportunity and attract external support.	Highly Desirable
6.	Ability to foster collaborative relationships with other universities, government agencies, professional bodies, and private organisations.	Highly Desirable
7.	Familiarity with digital learning technologies.	Highly Desirable

### Application:

Applications should include with their application a detailed CV indicating qualifications, experience and other matters considered relevant to the application. An honest attempt should be made to reveal all important information relevant to your suitability for the position sought. The CV should include information on work related areas such as your visa and work status in Sarawak, Malaysia.

The application must also include **a separate document addressing each applicable element of the Key Selection Criteria** (as listed in Section C above).