

# POSITION DESCRIPTION

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## SECTION A: Position Context

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| <b>Position Title</b>      | Lecturer   |
| <b>Position Grade</b>      | Level B  |
| <b>Division</b>            | Academic Office                                  |
| <b>Campus / Faculty</b>    | Sarawak Campus – School of Foundation of Studies |
| <b>Term of Appointment</b> | Fixed-term Contract                              |
| <b>Effective Date</b>      | 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 appointee will contribute to regular staff meetings, course and subject committees within the Faculty, make contributions to the University management within the Faculty as appointed or elected.

### Supervision Reporting Relationships

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|--|--|
| <u>This positions' supervisor/manager</u>        | Head of Department, or by an authorised personnel. |
| <u>Other position reporting to 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 (Associate Lecturer, 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.

For the School of Foundation Studies, academic staff members are primarily in Teaching-focused positions with key responsibility areas in the two domains of Learning and Teaching, and Leadership and Service. Some staff will have involvement in the domain of Research as they progress to the more senior academic level. Specific responsibilities under each domain are outlined below.

| KEY RESPONSIBILITY AREAS |                                     |  |
|--------------------------|-------------------------------------|--|
| 1.                       | <b>LEARNING AND TEACHING</b>        | <ul style="list-style-type: none"> <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> <li>• Ongoing development of curriculum and instructional material for different programs and levels.</li> <li>• Convene unit of studies, including conduct of lectures, tutorials (or laboratories), and assessment of students’ learning to ensure a high standard of quality in the learning and teaching process at Foundation level or equivalent and including undergraduate level when relevant and required.</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 School.</li> <li>• Subject to operational needs, teaching hours may be scheduled beyond office hours including weekends.</li> </ul> |
| 2.                       | <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 School.</li> <li>• Administration and development of the various educational policies and management systems within the School and the University.</li> <li>• Development of a vibrant academic community within the School based on openness, collaboration, and experimentation.</li> <li>• Professional engagement with business and industry, in fields relevant to the School.</li> <li>• Leadership in academic and professional activities relevant to the School.</li> <li>• Leadership in community affairs, particularly those related to the academic areas relevant to the School.</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>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 School.</li> <li>• Development of research groups within the School.</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>   |
| 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>  |

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|----|---|--|
| 5. | <b>OCCUPATIONAL HEALTH AND SAFETY (OHS)</b> | <p>Assist management in ensuring compliance of all OHS legal and procedural requirements by various stakeholders, including through the following:</p> <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; and/or Head of School; or 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 e.g. (PEng, IPEA/APEC Engineer, PQS, CPA) or those progressing towards the qualification.>   | 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 or professional equivalent 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.                                    | Excellent oral and written communication skills in English.   | Essential                    |
| 3.                                    | Prior teaching experience at undergraduate or postgraduate level.   | Essential                    |
| 4.                                    | Scholarly publications in journals, proceedings, and books.   | Highly Desirable             |
| 5.                                    | Experience in providing consulting and training services.   | Highly Desirable             |
| 6.                                    | Experience in curriculum development and administration.  | Highly Desirable             |
| 7.                                    | Participation in collaborative research projects with other academics.  | Highly Desirable             |
| 8.                                    | Experience of supervising postgraduate (including doctoral) students.   | Highly Desirable             |
| 9.                                    | National/international reputation in a relevant scholarly domain.   | Highly Desirable             |
| 10.                                   | Ability to identify research opportunity and attract external support.  | Highly Desirable             |
| 11.                                   | Ability to foster collaborative relationships with other universities, government agencies, professional bodies, and private organisations. | Highly Desirable             |
| 12.                                   | Managerial work experience, leading to a deep and creative understanding of some practical domain.  | Highly Desirable             |
| 13.                                   | 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).