



POSITION DESCRIPTION

Academic Positions

(In addition to the Position Classification Standards)

Position Title: Lecturer / Senior Lecturer (South Western Sydney Campus LLB Degree Coordinator)

Level: B / C School: School of Law

Faculty/Division: Law, Humanities and the Arts Location: South Western Sydney Campus

Primary Purpose of the Position:

The University of Wollongong (UOW) is seeking to appoint a highly motivated and energetic individual with an excellent record in legal teaching and research and the ability to contribute to the growing research profile of the Law School.

The successful candidate will teach across all levels of the Bachelor of Laws (LLB) degree and other law subjects offered by the School of Law. The role includes subject coordination, administrative and governance roles and responsibilities within the School of Law, and engagement with strategic priorities. Teaching takes place primarily at the University's South Western Sydney (Liverpool) campus, but attendance may also be required for program delivery at UOW's campuses in Wollongong, Sydney, Southern Highlands, Shoalhaven, Bateman's Bay, Bega.

Position Environment:

The School of Law is part of the Faculty of Law, Humanities and the Arts at the University of Wollongong. The School of Law was established in 1990 with a commitment to social justice, student-centred learning and small class teaching. Its programs comprise a Bachelor of Laws degree, a specialist postgraduate program in criminal practice, and broader law subject teaching in other UOW undergraduate and postgraduate courses. The School of Law has an excellent reputation for the quality of its legal scholarship, especially in the field of interdisciplinary legal research across law, society and culture through the School's Legal Intersections Research Centre (LIRC); it also has close connections to the Faculty and UOW's research strength in law and marine policy through the Australian National Centre for Ocean Resources and Security (ANCORS). The Australian Research Council's 2012 and 2015 Excellence in Research for Australia (ERA) results recognised that UOW's law researchers perform "above world standard" (a rating of 4).

The School of Law is one of three schools in the Faculty of Law, Humanities and the Arts which has significant local, national and international research linkages that contribute strongly to a robust research profile. The Faculty's strong reputation across its range of disciplines in research and teaching and learning is reflected in the demand for its courses in Australia (Wollongong; Sydney; South Coast and Southern Highland campuses and education centres) and off-shore (Dubai and South-East Asian institutions). In 2017 the University will operate from a new South Western Sydney Campus. This initiative represents a major, long-term commitment that is aligned with the Commonwealth Government's agenda of providing opportunities through a more accessible, competitive, sustainable and higher quality tertiary education system. The South Western Sydney Campus is committed to contribute more to society's needs by aligning our facilities with changes in centres of population, the demand driven system and emerging research priorities. The Bachelor of Laws will be a flagship course offered at the Western Sydney campus.

Major Accountabilities/Responsibilities:

Responsibilities	Outcome
<p>1. Teaching:</p> <ul style="list-style-type: none"> • Coordinate, teach and assess in subjects offered by the School of Law. • Develop subject and course material with appropriate advice from and support of more senior staff. • Prepare and deliver lectures/tutorials/seminars. • Develop subject outlines, class plans, assessment tasks and learning activities for lectures/tutorials/seminars. • Use technology-enhanced teaching and develop web-based material to enhance learning outcomes for students. • Provide consultation with students. • Promote UOW Law's current teaching culture. • These activities may take place at South Western Sydney Campus and/or Wollongong Campus and attendance will be required at both as part of normal duties. 	<p>Produce high quality graduates and maintain the reputation of the School of Law and UOW teaching programs.</p> <p>Contribute to the quality of the learning experience for students and the quality of the subjects and programs offered by the School.</p>
<p>2. Research:</p> <ul style="list-style-type: none"> • Maintain an active program of research and publication that meets expectations outlined in the UOW <i>Research Active Policy</i>. • Supervision of Honours and postgraduate research projects • Develop and/or lead research projects • Maintain and develop evidence of research scholarship in the form of publications and citations, grant applications and income and other research outputs 	<p>Contribute to the School, Faculty and University's research profile through publications and research grant applications.</p>
<p>3. Demonstrate active and constructive participation in Governance and service activities. This includes coordinating the LLB degrees at the UOW South Western Sydney campus, as well as attendance and participation in School and Faculty meetings (which may take place at the UOW Wollongong campus) and / or membership of committees and community and professional engagement activities.</p> <p>These activities may take place at South Western Sydney Campus and/or Wollongong Campus and attendance will be required at both campuses as part of normal duties.</p>	<p>Successful delivery of the LLB degrees at the UOW South Western Sydney campus.</p> <p>Contribute to the efficient administration of the School, Faculty, University and professional/academic community.</p>
<p>4. Contribute to School and Faculty marketing and community engagement activities, including eventual clinical legal education activities, as appropriate at both South Western Sydney and Wollongong campuses.</p>	<p>Improved standing of School of Law and Faculty in the community, produce evidence of benefit to the community and improved enrolments.</p>
<p>5. Supervise casual or contract staff from time to time and mentor junior colleagues.</p>	<p>Efficient and collegial operation of School of Law activities.</p>
<p>6. Involvement in professional activity, professional forums, relationships with external and internal networks and professional groups and associations.</p>	<p>Improved standing of School of Law in the community.</p>
<p>7. Undertake broad administrative functions including consultation with students.</p>	<p>Contribute to the efficient administration of the Faculty as well as offering subjects that are well organised and administered, leading to a quality student experience</p> <p>Offer excellent service to students and other parties.</p>
<p>8. Observe principles and practices of Equal Employment Opportunity</p>	<p>To ensure fair treatment in the</p>

		workplace
9.	Comply with WH&S responsibilities, accountabilities and authorities as outlined in the http://staff.uow.edu.au/ohs/commitment/responsibilities/ document	To ensure a safe working environment for self & others.

Reporting Relationships:

Position Reports to:	Dean and Head of School of Law
The position supervises the following positions:	Casual academic staff as required
Other Key Contacts:	Head of School Head of Postgraduate Studies Associate Deans Faculty Executive Manager School Manager Head of Students

Key Relationships:

Contact/Organisation:

Dean of Law and Head of School
Discipline Leader - Law
Head of Students - Law
Head of Postgraduate Students
School Manager
School of Law

Academic Director, South Western and Southern Sydney Campuses

Purpose & Frequency of contact

Primary supervisor – regular contact
Mentoring and support – regular contact
Student matters – regular contact
Student matters – regular contact
Administrative, student and staffing matters – regular contact
The position is located at South Western Sydney campus. The position entails regular contact with the School of Law academic and administrative staff at both South Western Sydney and Wollongong campuses.
Campus matters – occasional contact

Key Challenges:

1. To deliver high quality teaching in a changing and increasingly competitive higher education environment.

SELECTION CRITERIA - Knowledge & Skills:

Essential:

- Sound knowledge of and ability to teach into two or more subjects from the core LLB curriculum.
- Detailed knowledge of one or more specialist legal topics.
- Capacity to collaborate with colleagues, particularly in team teaching and in the development of research projects and funding applications.

Desirable:

- Knowledge of flexible delivery techniques and methods, including of technology-enhanced teaching and web-based material to enhance learning outcomes for students

SELECTION CRITERIA - Education & Experience:

Essential:

- Bachelors degree in Law or equivalent at a high level of academic performance along with a PhD or equivalent or progress towards the attainment of such a degree.
- Successful completion of research projects and delivery of research outputs such as publications in quality law journals *or* demonstrated capacity for research productivity.
- Experience in curriculum planning and development.

- Experience in Higher Degree by Research supervision.
- Demonstrated participation/capacity to participate in Governance and Service activity both within the University community and external bodies (eg professional associations)

Personal Attributes:

- Motivation, initiative and enthusiasm for teaching and research
- Ability to work and interact collegially with members of the School and Faculty.
- Ability to interact effectively with students from diverse cultural backgrounds.
- Knowledge of Equal Employment Opportunity and diversity principles.

Special Job Requirements:

- Hold a current valid Driver’s Licence
- Must be flexible with working hours, including evenings and some weekends
- May be required to teach across campuses.
- Ability to travel to UOW campuses, especially South Western Sydney and Wollongong campuses and travel both within Australia and overseas as required.

Organisational Chart:



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.