

## POSITION DESCRIPTION:



SWINBURNE  
UNIVERSITY OF  
TECHNOLOGY  
SARAWAK CAMPUS

### SECTION A: Position Context

Position Title	Academic Lecturer – Language and Communication
Position Grade	B1/B2
Category	Executive
Campus/School/Department/Faculty	Sarawak Campus – School of Language and Foundation
Division	Academic Affairs
Term of Appointment	Contract
Effective Date	July 2011

#### Position Purpose:

The position is an academic position at the Branch Campus University in Sarawak. The applicant will be expected to prepare and deliver lectures, tutorials and workshops and to assess students predominantly in the discipline of English Language and Communication. A contribution to the Faculty's course development, research output, seminar series and any other assignments and services specified by the Faculty is required. The applicant will assume administrative tasks associated with normal teaching duties and will also contribute to Faculty 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 in 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 2010 the Sarawak Campus has approximately 3,000 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

URL to web pages:

<http://www.swin.edu.au/hed/> and <http://www.swinburne.edu.my>

### 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:

This position's head of school	Head, School of Language & Foundation
Other positions reporting to this position	Nil

### Location:

This position is located at the Sarawak campus but the applicant 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.

Key Responsibility Areas		
1.	<b>TEACHING</b>	<ul style="list-style-type: none"><li>• Prepare and conduct classes and lectures in specified teaching areas in a variety of modes.</li><li>• Carry out assessment of student assignments and examinations.</li><li>• Remain up-to-date in respect of her/his specialities and teaching methods, including language laboratory and outdoor language learning activities.</li></ul>
2.	<b>ACADEMIC LEADERSHIP</b>	<ul style="list-style-type: none"><li>• Actively participate in the further development and co-ordination of subjects and Courses conducted by the School of Language and Foundation. Act as Subject Convenor as required.</li><li>• Mentor, train and manage the performance of sessional staff when convening subjects.</li><li>• Work on School, Department or university committees as required.</li></ul>
3.	<b>RESEARCH</b>	<ul style="list-style-type: none"><li>• Contribute to the research activities and output of the School, both individually and as part of teams.</li></ul>
4.	<b>SUPERVISION</b>	<ul style="list-style-type: none"><li>• Supervise research students as required.</li></ul>
5.	<b>STUDENT MENTORING</b>	<ul style="list-style-type: none"><li>• Counsel students on academic matters.</li><li>• Mentor students in English and Communication.</li></ul>
6.	<b>ADMINISTRATION</b>	<ul style="list-style-type: none"><li>• Contribute to the effective management of subjects predominantly in the English Language teaching area, and across the School.</li></ul>
7.	<b>BUILDS RELATIONSHIPS</b>	<ul style="list-style-type: none"><li>• Maintain and develop professional and industry contacts.</li></ul>
8.	<b>Co-CURRICULAR</b>	<ul style="list-style-type: none"><li>• Assist with the Marketing Department's student recruitment activities.</li><li>• Contribute and assist with staff and students co-curricular club activities.</li></ul>
9.	<b>GENERAL</b>	<ul style="list-style-type: none"><li>• Work effectively as a member of the Academic staff providing input, advice and assistance as required.</li><li>• Any other relevant duties as may be directed by the Head of Language &amp; Foundation.</li></ul>

## SECTION C: Key Selection Criteria

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

<b>Qualifications:</b> Include all educational and training qualifications, licences, and professional registration or accreditation, criminal record checks etc. required for the position.		Essential/ Highly Desirable / Preferable
1.	A Master's degree (preferably in TESOL, TESL, Applied Linguistics) and a Bachelor of Arts degree from a Malaysian or recognised overseas university. A PhD or progress toward it is preferred.	Essential
2.	Membership of an appropriate professional body such as IATEFL or any tertiary English teaching body is encouraged.	Highly Desirable
3.	Teaching qualification or prior teaching experience.	Preferable. Highly desirable above Lecturer level.

<b>Experience / Knowledge / Attributes:</b> Required by the applicant to successfully perform the positions key responsibilities.		
1.	Substantial teaching experience at undergraduate/postgraduate level.	Highly Desirable
2.	A demonstrable record of teaching and administrative excellence at both the undergraduate/ postgraduate levels.	Preferable
3.	Demonstrated experience and excellence in developing subjects or programs at undergraduate level and postgraduate level, and in subject and student management.	Preferable
4.	Demonstrated creation of leading edge/best practice education, including flexible delivery formats and the use of case studies, role-plays and/or simulations in the learning environment.	Preferable
5.	Demonstrated language consulting experience.	Highly Desirable
6.	Solid experience in teaching English as a second or foreign language. Sound knowledge of pedagogic grammar is essential.	Essential
7.	Commitment to research and ability in the use of research methods.	Preferable
8.	Sound understanding of organisational and management processes and capacity to manage sessional staff.	Preferable
9.	High level of conceptual skills to deal with operational and longer-term strategic issues in consultation with others.	Highly Desirable
10.	Demonstrated ability to work productively and cooperatively with others in a team environment.	Essential
11.	High level of oral and written communication skills in dealing with students, university staff and contacts in the outside business environment.	Essential

## Swinburne Attributes:

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

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

For information refer to the following weblink: [Swinburne Attributes](http://www.swin.edu.au/corporate/hr/attributes/)  
(<http://www.swin.edu.au/corporate/hr/attributes/>).

## Further Information:

Further information is available from Andrea Sim, Manager, Human Resource Department at telephone 416353 ext. 8756, fax 423594, email [asim@swinburne.edu.my](mailto:asim@swinburne.edu.my)

## Applications:

Applications should include with their application a detailed CV summarising 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 should also include a separate document addressing each applicable element of the Key Selection Criteria* (as listed in Section C1 above).

The University has a policy requiring successful applicants to produce evidence of all formal qualifications at the time of commencing employment.