POSITION DESCRIPTION:

SECTION A: Position Context

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Lecturer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Type</td>
<td>Full-time, subject to the completion of a satisfactory probation</td>
</tr>
<tr>
<td>Classification</td>
<td>Executive</td>
</tr>
<tr>
<td>School</td>
<td>School of Engineering &amp; Science, Sarawak Campus</td>
</tr>
<tr>
<td>Division</td>
<td>Higher Education</td>
</tr>
<tr>
<td>Effective Date</td>
<td>May 2008</td>
</tr>
</tbody>
</table>

Position Purpose:

To teach at the diploma, foundation, and/or undergraduate level and to undertake research in the areas of expertise.

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 2008 the Sarawak Campus had approximately 2100 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.

**School of Engineering & Science at the Sarawak Campus:**

The School of Engineering & Science is developing rapidly as it strives to expand engineering education in the branch campus to help cater for the manpower needs of the State of Sarawak. The School currently offers six undergraduate engineering programs which can be completed entirely in Malaysia as well as a number for which the latter part must currently be completed in Australia. Programs offered entirely within Malaysia include: Electronics and Computer Systems Engineering, Robotics and Mechatronics Engineering, Electrical and Electronic Engineering, Mechanical Engineering, Civil Engineering and Telecommunication & Network Engineering. The first two of these have been offered for four years and the remainder have been commenced recently. 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.

**Supervision Reporting Relationships:**

<table>
<thead>
<tr>
<th>This positions’ supervisor/manager</th>
<th>Head, School of Engineering &amp; Science or any other person as nominated by the Pro Vice-Chancellor and Chief Executive.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other positions reporting to this position</td>
<td>none</td>
</tr>
</tbody>
</table>
**SECTION B: Key Responsibility Areas**

A level B academic is expected to make contributions to the teaching effort of the institution and to carry out activities to maintain and develop his scholarly, research and professional activities relevant to the discipline.

<table>
<thead>
<tr>
<th>Key Responsibility Areas</th>
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</thead>
<tbody>
<tr>
<td><strong>Teaching</strong></td>
</tr>
<tr>
<td>Preparation and delivery of lectures and seminars.</td>
</tr>
<tr>
<td>Conduct of lectures, tutorials, practical classes, demonstrations.</td>
</tr>
<tr>
<td>Initiation and development of subject material.</td>
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<tr>
<td>Development of course material with appropriate advice from and support of more senior staff.</td>
</tr>
<tr>
<td>Marking and assessment.</td>
</tr>
<tr>
<td>Consultation with students.</td>
</tr>
<tr>
<td><strong>Supervision</strong></td>
</tr>
<tr>
<td>Supervision of the program of study of honours students or of postgraduate students engaged in coursework.</td>
</tr>
<tr>
<td>Acting as subject convener.</td>
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<tr>
<td><strong>Research</strong></td>
</tr>
<tr>
<td>Conduct of research.</td>
</tr>
<tr>
<td>Supervision of major honours or postgraduate research projects.</td>
</tr>
<tr>
<td><strong>Professional Activities</strong></td>
</tr>
<tr>
<td>Involvement in professional activity.</td>
</tr>
<tr>
<td><strong>Administration</strong></td>
</tr>
<tr>
<td>A range of administrative functions the majority of which are connected with the subjects in which the academic teaches.</td>
</tr>
<tr>
<td>Attendance at school meetings and membership of a limited number of committees.</td>
</tr>
</tbody>
</table>
**SECTION C: Key Selection Criteria**

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

<table>
<thead>
<tr>
<th>Qualifications:</th>
<th>Essential/ Highly Desirable / Preferable</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>A Masters degree (preferably by research) from a Malaysian or overseas university. A PhD or progress toward it is preferred. <strong>Essential</strong></td>
</tr>
<tr>
<td>2.</td>
<td>Membership of an appropriate professional body. <strong>Highly Desirable</strong></td>
</tr>
<tr>
<td>3.</td>
<td>Teaching qualification or prior teaching experience. <strong>Preferable, Highly desirable above Lecturer level.</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Experience / Knowledge / Attributes:</th>
<th>Required by the incumbent to successfully perform the positions key responsibilities.</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Substantial teaching experience at undergraduate/postgraduate level. <strong>Highly Desirable</strong></td>
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<tr>
<td>2.</td>
<td>A demonstrable record of teaching and administrative excellence at both the undergraduate/ postgraduate levels. <strong>Preferable</strong></td>
</tr>
<tr>
<td>3.</td>
<td>Demonstrated experience and excellence in developing subjects or programs at undergraduate level and postgraduate level, and in subject and student management. <strong>Preferable</strong></td>
</tr>
<tr>
<td>4.</td>
<td>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. <strong>Preferable</strong></td>
</tr>
<tr>
<td>5.</td>
<td>Demonstrated industry or consulting experience included demonstrated links with relevant industries and government organisations. <strong>Highly Desirable</strong></td>
</tr>
<tr>
<td>6.</td>
<td>Clear teaching / research / industry experience and expertise in at least two of the following preferred areas: Software Engineering / Programming / Software Analysis &amp; Design / Database Management Systems / Multimedia or other areas as agreed. <strong>Essential</strong></td>
</tr>
<tr>
<td>7.</td>
<td>Commitment to research and 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. <strong>Preferable</strong></td>
</tr>
<tr>
<td>8.</td>
<td>Sound understanding of organisational and management processes and capacity to manage sessional staff. <strong>Preferable</strong></td>
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<tr>
<td>9.</td>
<td>High level of conceptual skills to deal with operational and longer-term strategic issues in consultation with others. <strong>Highly Desirable</strong></td>
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<tr>
<td></td>
<td>Demonstrated ability to work productively and cooperatively with others in a team environment.</td>
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<tr>
<td>---</td>
<td>-------------------------------------------------------------------------------------------------</td>
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<tr>
<td>11</td>
<td>High level of oral and written communication skills in dealing with students, university staff and contacts in the outside business environment.</td>
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<tr>
<td>12</td>
<td>Demonstrate a high degree of organisational and administrative skills and capacity to contribute to student and course management and delivery.</td>
</tr>
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**Occupational Health and Safety:**

Comply with occupational health and safety policies as developed by Swinburne University of Technology in accordance with current legislation

**Swinburne Attributes:**

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>Building Organisational Capability</td>
<td>Demonstrates Personal Integrity</td>
</tr>
<tr>
<td>Builds Relationships</td>
<td>Manages Change Effectively</td>
</tr>
<tr>
<td>Creates a Learning Environment</td>
<td>Drives Service Excellence</td>
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<tr>
<td></td>
<td>Provides Educational Leadership</td>
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<tr>
<td></td>
<td>Exhibits Entrepreneurial Skills</td>
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<tr>
<td></td>
<td>Sets Direction</td>
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</tbody>
</table>

**Further Information:**

For further information, please contact Encik Azmaniza Bin Abu Bakar on telephone 082 416353 ext 8111; fax 082 423594; email hresources@swinburne.edu.my

**Recruitment & Selection Guide**

([http://www.swin.edu.au/corporate/hr/docs/Recruitment_guide.pdf](http://www.swin.edu.au/corporate/hr/docs/Recruitment_guide.pdf)).

**Swinburne Attributes** ([http://www.swin.edu.au/corporate/hr/attributes/](http://www.swin.edu.au/corporate/hr/attributes/)).

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