POSITION DESCRIPTION

SECTION A: Position Context

Position Title	Senior Lecturer
Position Grade	Level C
Category	Executive
Campus / Faculty	Sarawak Campus – Faculty of Engineering, Computing and Science / Faculty of Business, Design and Arts
Term of Appointment	Fixed-term / Full-time Appointment
Effective Date	February 2026

Position Purpose

A Level C academic will make a significant contribution to the discipline which can normally be demonstrated at the national level. In research and/or scholarship he or she will make original contributions, which expand knowledge or practice in his or her discipline. He or she will demonstrate leadership, expertise and coordination of academic courses.

A Level C academic will normally make a significant contribution to:

- teaching, scholarship and administration activities of an organisational unit or an interdisciplinary area at undergraduate, honours and postgraduate level;
- leadership and engagement in scholarly, research and/or professional activities relevant to the profession, discipline and/or community;
- demonstrate original contributions to advancing knowledge in research or scholarship at least at a national level; and
- create impact from academic expertise.

He or she may be required to perform the full academic responsibilities of and related administration for the coordination of a large award program or a number of smaller award programs of the institution.

This level will normally hold a qualification at the doctoral level and can demonstrate a record of scholarly and professional achievement in the relevant discipline area. In exceptional circumstances equivalent professional experience may be considered.

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

This positions' supervisor/manager	Head of Department, or by any other person as assigned by an authorised personnel
Other position reporting to this position	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 (KRAs) represent the primary outputs for which the position is responsible for are not intended to provide a comprehensive list of all duties. They are derived from four portfolios applicable to Senior Lecturer:

- Learning & Teaching;
- Research;
- University Service, Leadership, Administration and Professional Activities; and
- Innovation and Engagement.

	KEY RESPONSIBILITY AREAS	
1.	LEARNING AND TEACHING	• Pursuit of innovation and excellence in teaching. • Ongoing development of curriculum and instructional material for different programs and levels. • 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. • Provision of consultation and mentoring to students. • Continuous development of teaching, training, and mentoring expertise. • Design and delivery of training sessions for executive participants in management development programs. • Expansion and development of the various learning and teaching activities of the School. • Subject to operational needs, teaching hours may be scheduled beyond office hours including weekends. • Undertaking of learning and teaching activities and achievement of associated impact expected at the appointed Academic Level C as outlined in the "Guidelines for Expectations by Academic Levels" document.
2.	RESEARCH	• Development of a portfolio of activities supporting research and scholarship. • Dissemination of research and scholarly output through relevant platforms. • Supervision of honours and postgraduate (including doctoral) students. • Contribution to research training activities within the School. • Development of research groups within the School. • Securing external support for research activities. • Development of collaborative research networks. • Undertaking of research activities and achievement of associated impact expected at the appointed Academic Level C as outlined in the "Guidelines for Expectations by Academic Levels" document.
3.	UNIVERSITY SERVICE, LEADERSHIP, ADMINISTRATION AND PROFESSIONAL ACTIVITIES	• Maintenance of high academic and professional standards in all areas of activity. • Administration and development of the learning programs offered by the School. • Administration and development of the various educational policies and management systems within the School and the University. • Development of a vibrant academic community within the School based on openness, collaboration, and experimentation. • Professional engagement with business and industry, in fields relevant to the School. • Leadership in academic and professional activities relevant to the School. • Leadership in community affairs, particularly those related to the academic areas relevant to the School. • Undertaking of leadership and service activities and achievement of associated impact expected at the appointed Academic Level C as outlined in the "Guidelines for Expectations by Academic Levels" document.

4.	**INNOVATION AND ENGAGEMENT**	• Provide consultancy and advisory services to industry partners within areas of recognised domain expertise, in accordance with University policies and priorities. • Contribute to policy development, applied scholarship, and thought leadership that informs industry practice and institutional direction. • Participate in professional development programmes, opt-in initiatives, and workshops that support innovation and are aligned with the requirements of the role and the University's strategic objectives. • Engage in professional development activities focused on the effective understanding and application of I&E Time, translating learning outcomes into meaningful contributions at Swinburne. • Participate in relevant industry forums with the objective of establishing and strengthening industry partnerships that deliver tangible benefit to Swinburne (excluding academic conferences). • Maintain active involvement and contribute to relevant professional and industry bodies. • Contribute to internal and external communities of practice, special interest groups, professional organisations, or learned societies that advance innovation through academic expertise. • Undertaking of innovation and engagement activities and achievement of associated impact expected at the appointed Academic Level C as outlined in the "Guidelines for Expectations by Academic Levels" document.
5.	**SWINBURNE VALUES AND CULTURE**	• Commit to the Swinburne Values. • Conduct work professionally while demonstrating the Swinburne Values at all times.
6.	**OCCUPATIONAL HEALTH AND SAFETY (OHS)**	Assist management in ensuring compliance of all OHS legal and procedural requirements by various stakeholders, including through the following: • Execute OHS requirements in respective work areas; • Maintain cleanliness, good housekeeping and overall safe work environment; and • 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.
7.	**OTHER DUTIES**	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.	A doctoral degree (PhD) in a relevant field from a recognised institution. In exceptional circumstances equivalent professional experience may be considered.	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.	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.	Essential
5.	Experience in curriculum development and administration.	Essential
6.	Experience of supervising postgraduate (including doctoral) students.	Essential
7.	Experience in providing consulting and training services.	Highly Desirable
8.	Participation in collaborative research projects with other academics.	Highly Desirable
9.	National/international reputation in a relevant scholarly domain.	Highly Desirable
10.	National/international recognition in a relevant professional domain.	Highly Desirable
11.	Record of innovations, copyrights, patents, and academic entrepreneurship.	Highly Desirable
12.	Experience of strategic planning and leadership in academic contexts.	Highly Desirable
13.	Experience in motivating and mentoring academic colleagues.	Highly Desirable
14.	Ability to identify research opportunity and attract external support.	Highly Desirable
15.	Ability to foster collaborative relationships with other universities, government agencies, professional bodies, and private organisations.	Highly Desirable
16.	Managerial work experience, leading to a deep and creative understanding of some practical domain.	Highly Desirable
17.	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).