**POSITION DESCRIPTION**

**– Academic Staff**

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| **Position title** | Professor – [area] |
| **Academic Level** | Level E |
| **School / Unit** | School of [area] |
| **College / Division** | College of [area] |
| **Reports to** | Head of School |
| **Direct reports** | Nil |
| **Indirect reports** | Nil |
| **Contract type** | Continuing / Fixed Term and duration / Casual and duration  Full time / part time (x days/week or FTE) |

**ROLE DESCRIPTION**

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| The Role Description is a succinct description of the role. Its purpose and key functions.  **Writing tips:** The Role Description section of the PD should clearly outline:   * the Teaching contribution, * Research expertise and * engagement requirements of the role.   These should be broken into separate sections/paragraphs. |

**OVERVIEW OF THE UNIVERSITY, COLLEGE/DIVISION AND SCHOOL/UNIT AND POSITION CONTEXT**

**Writing tips:** Providea succinct description of the role within the context of the University, College/Division and School/Unit.

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| **EXAMPLE TEXT**  The University of Newcastle stands as a global leader distinguished by a commitment to equity and excellence. Our vision is to be a world-leading University for our regions and creating a better future for our regions and the globe. Underpinned by this vision and our values of excellence, equity, engagement and sustainability, [the University of Newcastle’s *Looking Ahead* Strategic Plan 2020-2025](https://www.newcastle.edu.au/strategic-plan) outlines the University’s commitment to delivering an exceptional student experience and serving our communities.  The University’s College of XXX brings together expertise in xxx to deliver life ready graduates and transformative solutions to our region and world. XXX strives for excellence, innovation and equity in teaching, education, research and partnerships. The College offers a diverse array of programs across the key areas of XXX  The School of XXX is…. The School consists of XXX discipline groupings: XX, XX, XX. The School has strong links with industry through sponsored undergraduate students and research collaborations.  The University of Newcastle offers its academic staff a dynamic working environment, equipped with modern teaching & research facilities. |

**ORGANISATION CHART**

**Writing tips:** Provide an organisational chart that shows where the role fits into School/Unit and College/Division. Example provided.

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**ROLE RESPONSIBILITIES AND TYPICAL ACTIVITIES**

**Please review and update as appropriate for the role**

**Writing tips:** Consider the actual functions and responsibilities of the role and expected outcomes. Broad statements which are concrete and action oriented are recommended.

Between five and eight areas of accountability are typical for most roles. All roles with supervisory or management responsibility should include an accountability for this which includes performance management of staff, work health and safety management, financial management and other areas of relevance.

Measures of performance should include either Key Performance Indicators (KPIs) or outcome measures such as “reports produced accurately and on time” or “quality of feedback from key stakeholders”

The information here will inform the development of the incumbent’s performance review and development plan.

You can find more details to assist you in the [Academic Position Classification Standards](https://www.newcastle.edu.au/__data/assets/pdf_file/0010/89794/academic-staff-classification-standards.pdf)

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| **Areas of accountability** | **Core responsibilities and typical activities** | **Measures of performance** |
| Research | * Lead the execution of the University’s research strategy and ensure the strategic alignment of research activities with the University’s Strategic Plan and deliver maximum impact for the University. * Deliver a significant and sustained record of high-quality research productivity to build the University’s reputation for world-class innovation and maintain an established international and national profile. * Attract significant external research income through partnerships with industry and governments at national or international level by leading projects, programs and/or research centres. * Lead partnerships and collaborations with industry, government and NGO’s to facilitate knowledge exchange and innovation, the development of intellectual property, opportunities for entrepreneurship commercialisation and the development of alternate revenue streams. * Lead the delivery of research outputs that are collaborative and inter-disciplinary in their approach and innovative in their application. * Provide research leadership in the recruitment and development of HDR cohorts, mentoring early career academics in HDR supervision, and co-publication with HDR candidates or HDR thesis examiners where applicable. Act as a principal supervisor to ensure successful and timely HDR student completions. * Lead or significantly contribute to research collaborations, partnerships/networks with industry and government to support research opportunities, funding and extend measures of impact and engagement. | Meet the core requirements for a Level E academic staff member. |
| Teaching | * Demonstrate exceptional educational leadership at the Course, Program, Discipline, College, School, University, National and/or International level, as well as demonstrated leadership within their area of expertise. * Significantly improve student success and retention at Course and Program levels. * Engage in activities to support College and/or University initiatives or disciplinary initiatives from national/international enterprises resulting in enhancement at discipline level or wider. * Lead teaching innovation including but not limited to: the interdisciplinary development of online and digital program and course materials; Integrating industry/social enterprise networks and partnerships with course material to deliver applications, and WIL (work-integrated learning)/internship opportunities in industry for students. * Providing leadership in research-led teaching and research initiatives, benchmarking and incorporating interdisciplinary and intercultural perspectives to enhance research and learning approaches within the University. * Lead University/College activities and teaching initiatives to continuously improve the quality of student learning, share outcomes from these improvements to inform national/international and deliver organisational goals relating to student learning including student retention. * Play an active role in the maintenance of academic standards and in the development of educational policy and of curriculum areas within the discipline. | Meet the core requirements for a Level E academic staff member. |
| Engagement and Leadership | * Actively lead or make a significant contribution to the University in a range of administrative functions including supervision and mentoring of staff, course coordination and program convening, curriculum development, leadership governance, committee roles, and represent the University regionally/nationally. * Lead and/or make a significant contribution to professional service at the national and international level including active contribution to the professional/ discipline community through membership of professional associations/committees etc. * Maintain a recognised public profile as an expert commentator/thought leader that sets the narrative on discipline/industry related issues and impacts. | Meet the core for a Level E academic staff member.  Positive contribution to the administration of programs and other tasks. |
| Wellbeing, Health & Safety and Equity, Diversity & Inclusion | * Adhere to workplace policies and procedures in the areas of work health, safety, equity, diversity and promoting a respectful workplace culture. | Policies and procedures are adhered to. |

**POSITION CHARACTERISTICS**

**Writing tips:** Contains additional information about the role which will help ensure candidates get an accurate picture of the overall position. Delete if not applicable and avoid repeating core responsibilities and typical activities.

The information here will inform the development of the incumbent’s performance management plan.

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| Organisational Knowledge | Be aware of the University’s strategic goals and the key priorities relevant to this position. |
| Professional / Industry Knowledge | Ensure breadth and currency of skills and up to date knowledge of developments in relevant sectors.  Demonstrated experience in the application of relevant disciplines in business/industry enterprise.  Build substantial networks and industry partnerships to facilitate research and innovation opportunities. |
| Level of supervision / independence | Accountable for personal and team goals and performance targets.  Supervise and mentor academics, students and HDR students.  Provide academic support to industry professionals and early career academics. |
| Problem solving and judgement | The position requires initiative and creative approaches to the development and delivery of curriculum that are interdisciplinary, technologically current and industry relevant.  Sound judgement is required in developing industry and external networks and relationships. |
| Key relationships (internal and external) and immediate team | Maintain positive and constructive relationships with students, academic and professional staff, external stakeholders and at the national and international level.  Impact program delivery and research through the development of networks that facilitate interdisciplinary collaboration and industry integrated content and practice. |
| Challenges |  |
| Special Characteristics | Travel for conferences and research collaboration may be required as well as the ability to work across multiple campuses and outside hours depending on research, teaching and University activities. |
| WWC check required | Yes/No |
| Criminal record check required | Yes/No |
| Entrusted role check required | Yes / No |
| Delegated authority required | Yes\* / No \*please complete [New Position – Delegation of Authority request](https://www.newcastle.edu.au/__data/assets/pdf_file/0007/678220/New-Position-Delegation-of-Authority-Request.pdf) form and email [delegations@newcastle.edu.au](mailto:delegations@newcastle.edu.au). |

**EXPECTED BEHAVIOURS**

The role is expected to display personal qualities and behaviours consistent with [(choose one from the following options)](https://www.newcastle.edu.au/current-staff/working-here/performance-and-development/leadership-framework/handbook) an Individual Contributors/Middle Leaders/Senior Leaders/Executive Leaders Level as outlined in the Leadership Framework.

The University of Newcastle Leadership Framework describes six leadership capabilities for both academic and professional staff. At the University of Newcastle leaders; shape the future, engage beyond the University, work collaboratively, strive for excellence, drive performance and show courage and respect.

At the University of Newcastle, we recognise that while leaders exist at all levels, people face different challenges and demands depending on their leadership level. For each Leadership Capability the behaviours reflect how each capability can be observed at different leadership levels in the University.

**INHERENT REQUIREMENTS**

This Position Description outlines the major accountabilities/responsibilities and the essential 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.

**ESSENTIAL CRITERIA**

**Essential selection criteria have been developed for each academic level that aligns to the Foundations Framework and the Academic Staff Enterprise Agreement. Where possible roles should not deviate too far from these standardised criteria. However, edits can be made to accommodate the requirements of the role. For example: inclusion of accreditation requirements.**

* **Expertise:** Completed a doctoral qualification or equivalent accreditation and standing in [area] or related area.
* **High-Quality Research:** Demonstrated significant record of quality and impactful publication or non-traditional research output in high-quality outlets including evidence of international and national research collaborations and/or partnerships and, making significant contributions to knowledge and the beneficial application of knowledge, and intellectual leadership beyond the specific area of research or creative activity, where relevant, through its impact on policy, practice and/or commercialisation.
* **Funding Success:** Demonstrated recent record of leadership in leading major funding initiatives and application for external research funding and guiding the development of more junior academic staff and researchers.
* **Supervision:** Skills in active and effective record of supervising honours and masters research projects and Higher Degree by Research students successfully to timely completion as the primary supervisor.
* **Quality Teaching:** Demonstrated recent ability to achieve teaching quality as indicated by internal and external surveys and outcomes for students that will improve or innovate in response to feedback.
* **Distinguished Leadership in Learning and Teaching:** Demonstrated distinguished record of scholarly teaching and leadership across all levels and appropriate contexts, including clinical teaching where appropriate, including undertake program convening and course coordination and actively developing educational policy and curriculum areas within the discipline.
* **Engagement:** Demonstrated significant contribution to the governance of the University, including successful mentoring of more junior academic staff, and developing policy and providing leadership in community activities, in professional, commercial, and industrial sectors at a national and international level

**DESIRABLE CRITERIA**

**Each role should include 2-3 desirable criteria that aligns with the research FoR codes.**

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| **Date PD last reviewed:** | [insert review date] |