

POSITION DESCRIPTION

Associate Lecturer



POSITION DETAILS

Position Title	Associate Lecturer
Classification	Level A
Position Number	TBD
School/Office	Faculty
Division	Provost

POSITION PURPOSE

The Associate Lecture requires a forward-thinking, dynamic, and innovative scholar responsible for coordinating and teaching units across the school. The appointee will contribute to the discipline through scholarly, research, or professional expertise, engage with relevant groups, collaborate with teaching staff in the school, and build connections within the University and with external stakeholders. They are expected to support the institution's teaching efforts—particularly at undergraduate and graduate diploma levels—and pursue activities that advance their expertise in the profession or discipline.

KEY ACCOUNTABILITIES

1. Contribute to the development of the programs and curriculum relevant to their discipline.
2. Deliver undergraduate teaching, including the preparation of learning materials, provision of timely feedback, and assessment of student performance.
3. Conduct research and scholarship aligned with School/Institute priorities, including publication, funding applications, and collaborative engagement.
4. Participate in school, faculty and university student engagement and outreach activities and attend meetings as required within the School, Faculty and University.

QUALIFICATIONS, EXPERIENCE AND SKILLS

1. A doctoral qualification, or master's or equivalent, in Nominated Discipline and/or a willingness and commitment to enrolling in a doctoral qualification.
2. Demonstrated experience in quality and innovative teaching at tertiary level, including ability to facilitate learning in small and large groups, and experience in using contemporary methods of curriculum design, development, delivery, and assessment.
3. Demonstrated experience in design, development, delivery and review of Outreach activities across all levels of education.

4. Willingness to build relationships with the community and industry partners.
5. Evidence of the achievement or capacity to progress research from inception through output.
6. Demonstrated experience, or potential capacity, in the supervision of honours or higher degree level research students.
7. Willingness to work in cross discipline and discipline specific teams in the preparation of research grant proposals.

KEY RELATIONSHIPS

- **This position reports to:** Head of Discipline
- **This position supervises:** Nil
- **Key internal relationships:**
 - Executive Dean
 - Dean
 - Academic colleagues in the discipline group, Faculty and University
 - Professional and colleagues within the Faculty and University
 - Students
- **Key external relationships:**
 - Higher education sector and academic colleagues, industry and professional colleagues

CHALLENGES

- Balancing teaching and research expectations.
- Delivering high-quality teaching across undergraduate and graduate diploma programs, contributing to curriculum development and student learning outcomes.
- Engaging in scholarly, research, or professional development activities that enhance disciplinary expertise and academic reputation.
- Navigating institutional processes and expectations
- Meeting professional development demands.

UNIVERSITY EXPECTATIONS

The University expects that all employees are aware of, and comply with legislation and Western's policies and procedures relevant to the position, including but not limited to:

- Code of Conduct
- Work Health and Safety and Wellbeing Management System
- Enterprise Agreement or Award
- Anti-discrimination principles, Equal Employment Opportunity and staff and student equity.

Approved by: Office for People
Date: 10 October 2025