



POSITION CLASSIFICATION DESCRIPTIONS

ACADEMIC LEVEL 1 - 5

GROUP DESCRIPTION

DEFINITION

Persons in this stream undertake academic teaching and/or academic research. The work includes:

- the development, planning, management of academic teaching programs; the direction and control of staff engaged in academic teaching activities and the conduct of courses for training and development;
- the initiation and development of academic research projects; the direction and control of staff engaged in academic research programs; the provision of consultancy advice; and
- the provision of associated policy advice.

FEATURES

Training and development courses conducted by teaching staff in this stream may range from a few weeks duration to short term or long term integrated programs.

Academic research work may be undertaken as part of a team.

Teaching staff in this stream may, as part of their work, pursue academic research or studies with a view to professional development in their discipline. Research staff may be involved in academic teaching or other teaching, training or development activities but this would generally be an incidental component of their work.

QUALIFICATIONS

A degree or diploma of an Australian tertiary institution, or a comparable overseas qualification, in a professional discipline, which, in the opinion of the Secretary, is appropriate to the duties of the office; or other qualifications which, in the opinion of the Secretary, are appropriate to the duties of the office.

TERMS USED

Academic Teaching - involves the delivery of courses leading to graduate tertiary awards or post-graduate tertiary awards or awards of equivalent status; or a certificate from the RAAF International or Language Schools or from the Australian International Development Assistance Bureau; and the application of academic knowledge, educational principles and techniques.

It includes:

- the design and determination of course curricula and the compilation and preparation of related resource material;
- lecturing; organisation and directing practical or experimental work; and conducting tutorials and seminars;
- the examination and conduct of other forms of assessment of students; and counselling of students;
- the pursuit of research or other studies with a view to professional development in the discipline; and
- policy development, forward planning and program management.

Academic Research - involves original investigation to acquire new knowledge in a particular field or discipline. It may range from basic to applied research (see attachment).

It includes:

- identification of research problems and opportunities;
- undertaking of original research;
- evaluating known theoretical and practical techniques and establishing new techniques;
- designing and carrying out an experimental program; and
- collating, analysing, interpreting and evaluating the results through publications, or seminars and lectures.

Academic Supervision - refers to supervision given to subordinate Academics which requires the exercise of academic judgement and consists of:

- setting guidelines for the work of Academics;
- suggesting approaches to the conduct of Academic work;

- solving technical problems raised by subordinate Academics;
- giving decisions on technical solutions proposed by subordinate Academics; and
- reviewing and sometimes checking the work of other Academics.

Academic Judgement - involves the application of Academic Knowledge and experience in defining objectives, solving problems, establishing guidelines, reviewing the work of others, interpreting results and providing and assessing advice or recommendations and other matters which have an element of latitude or decision making.

Academic Knowledge - includes knowledge of the principles and techniques applicable to academic teaching and/or academic research. It is obtained during the acquisition of professional qualifications and relevant experience.

Normal Academic Work - includes ongoing professional duties performed in accordance with conventional established professional practice, methods and standards, but excludes work of a complex nature.

Complex Academic Work - denotes work which includes various tasks involving different and unrelated processes and methods. It depends on analysis of the subject, phase or issues involved in the academic project, including where appropriate, selecting a particular course of action to be undertaken. It requires the exercise of sound academic judgement. It may encompass work requiring a degree of creativity and originality.

General Supervision - refer to the supervision given by an Academic to non-Academic staff. It consists of the allocation, direction, oversight and co-ordination of the work of subordinate staff. Academics may receive supervision on non-technical administrative matters from non-Academic staff.

General Academic Guidance - refers to direction and guidance given by a senior Academic on a range of academic assignments. There is discretion in selecting the most appropriate method of completing these, and conformity with directions is measured by satisfactory completion of allocated academic assignments.

Academic Consultancy - involves the provision of professional advice on matters ranging to a particular field or discipline. It includes the identification of consultancy advice opportunities; the development of systems and applications for consultancy advice; and the undertaking, co-ordinating and evaluating of consultancy advice.

ACADEMIC LEVEL 1

WORK LEVEL DESCRIPTION

Persons at this level work under academic supervision. They are expected to make contributions to the teaching, training, development and research efforts of the organisation and to carry out activities to develop their professional expertise.

This level is the formation phase of an Academic. It includes new graduates generally lacking in practical experience in the application of their Academic knowledge.

The work requires initiative and academic judgement. Since experience is limited, this level is normally expected to apply only established principles, techniques and methods in early postgraduate years. With professional development, it is expected that new techniques and methods will be learnt and applied to progressively more difficult problems.

Academic teaching work at this level involves participation in the delivery of courses, includes training and development activities, and development of related research projects; and the provision of assistance to senior staff in the above tasks. Academic research work at this level involves the development of an area of research, and the provision of assistance to senior staff in research work. Some course work may also be undertaken.

TYPICAL DUTIES

The following are examples of duties performed by academic teaching staff which are appropriate to this level, which are performed under academic supervision:

- participate in the design, planning, delivery and evaluation of courses, workshops and seminars, in training and development activities, and in the management of training projects;
- supervise attachments in non formal training;
- conduct feasibility studies for projects and participate in the development of such projects;
- participate in the examination and assessment of students and in student counselling;
- prepare briefing materials related to project implementation; and
- prepare resource materials required for training projects, and undertake research tasks.

The following are examples of duties performed by academic research staff which are appropriate to this level, which are performed under academic supervision:

- undertake work in, and participate in the development of, academic research projects;
- collect, develop, maintain and analyse data, and assist senior Academics in undertaking these activities;
- undertake work in, and participate in the development of, academic research papers;
- conduct field work and train field workers; and
- assist in the delivery of course work.

ACADEMIC LEVEL 2

WORK LEVEL DESCRIPTION

Persons at this level work under academic supervision. They are expected to make contributions to the teaching, training, development and research efforts of the organisation and to carry out activities to develop their professional expertise.

This level is the formation phase of an Academic. It includes new graduates generally lacking in practical experience in the application of their Academic knowledge.

The work requires initiative and academic judgement. Since experience is limited, this level is normally expected to apply only established principles, techniques and methods in early postgraduate years. With professional development, it is expected that new techniques and methods will be learnt and applied to progressively more difficult problems.

Academic teaching work at this level involves participation in the delivery of courses, includes training and development activities, and development of related research projects; and the provision of assistance to senior staff in the above tasks. Academic research work at this level involves the development of an area of research, and the provision of assistance to senior staff in research work. Some course work may also be undertaken.

TYPICAL DUTIES

The following are examples of duties performed by academic teaching staff which are appropriate to this level, which are performed under academic supervision:

- participate in the design, planning, delivery and evaluation of courses, workshops and seminars, in training and development activities, and in the management of training projects;
- supervise attachments in non formal training;
- conduct feasibility studies for projects and participate in the development of such projects;
- participate in the examination and assessment of students and in student counselling;
- prepare briefing materials related to project implementation; and
- prepare resource materials required for training projects, and undertake research tasks.

The following are examples of duties performed by academic research staff which are appropriate to this level, which are performed under academic supervision:

- undertake work in, and participate in the development of, academic research projects;
- collect, develop, maintain and analyse data, and assist senior Academics in undertaking these activities;
- undertake work in, and participate in the development of, academic research papers;
- conduct field work and train field workers; and
- assist in the delivery of course work.

ACADEMIC LEVEL 3

WORK LEVEL DESCRIPTION

Persons at this level work under broad direction in terms of objectives, policies and priorities. They exercise independent academic judgement in the resolution of more complex problems or issues, and assist in planning the development of an organisation's overall academic research or academic teaching, training and development activities.

Typically, persons at this level are expected to have a background of considerable experience or achievement in academic research or academic teaching. They are expected to have extensive experience in their academic field and be able to perform a range of tasks in the absence of general academic guidance.

Persons at this level contribute directly to the formulation of agency policies for the work area. Such advice may have consequences beyond the immediate work area and is normally only reviewed for policy and general approach. They require an understanding of the wider policy and strategic context.

Persons at this level contribute directly to the formulation of agency policies for the work area. They are expected to apply a high degree of academic knowledge and academic judgement in relation to more complex academic work.

Persons at this level may provide and co-ordinate high level Academic Consultancy, including overseeing activities carried out by subordinate staff and to set the standard of consultancy advice. They would be expected to provide policy advice on the direction, format and evaluation of consultancy advice provided by the organisation.

Academic teaching staff at this level are responsible for the planning, management and delivery of a significant element of an organisation's course program. They provide guidance and leadership to subordinate staff in their academic teaching or academic research projects and their training and development activities.

Academic research staff at this level are responsible for the initiation and development of major academic research programs and the dissemination of results. They may be required to lead other staff and assist them in developing their research programs.

TYPICAL DUTIES

The following are examples of duties performed by academic teaching staff which are appropriate to this level:

- under broad direction, manage a significant element of an organisation's academic teaching staff and provide leadership in the development and conduct of academic teaching, training and development programs;
- direct and co-ordinate the activities of academic teaching staff and provide leadership in the development and conduct of academic teaching, training and development programs;
- identify development needs of academic teaching staff and oversee staff development activities;
- develop training and academic teaching policy for an organisation and oversight program directions;
- advise senior staff on policy formulation, forward planning and implementation of programs, and provide guidelines for evaluation procedures; and
- undertake consultancy advice and provide leadership in the development, conduct, standard and evaluation of consultancy advice.

The following are examples of duties performed by academic research staff which are appropriate to this level:

- initiate, develop and conclude major academic research projects, and disseminate results;
- lead, direct and co-ordinate staff engaged in major academic research studies;
- supervise and train field workers;
- lead, direct and co-ordinate consultancy activities;
- lead and guide staff in the conduct of consultancy advice;
- training of field workers;
- conduct and evaluate consultancy activities; and
- assist in the training of staff in consultancy advice.

ACADEMIC LEVEL 4

WORK LEVEL DESCRIPTION

Persons at this level operate in accordance with broad objectives and are expected to apply unusually significant academic knowledge and academic judgement in one or more disciplines or fields directly relevant to the academic teaching or academic research of their organisation, and to their profession of discipline. Their work would have a high corporate impact.

Persons at this level may be required to provide authoritative technical or policy advice to senior levels within a department or agency which draws on comprehensive or in-depth knowledge of a professional or “technical” field. Such advice is often critical to the achievement of overall objectives or a program or organisational unit of a department or agency.

Persons at this level may lead, direct and co-ordinate a major function of work in an agency involving a considerable variety of activities. Relative to other Academics, they would have responsibility for unusually significant human and financial resources. These responsibilities may include co-ordination of projects involving unusually large numbers of Academic and other staff.

Persons at this level may undertake a major specialist role. Such persons would have a depth of knowledge in their discipline or field, of significance to the department or agency concerned. Persons at this level often have a national reputation. There is a requirement for a high degree of originality and analytical and conceptual skills in the resolution of particularly complex “technical issues” or policy issues. The work requires expert knowledge in an academic field and may require a comprehensive knowledge of relevant legislation and policies. In some circumstances, specialists also have a management and/or co-ordination role. The work requires constant adaptation of existing principles to new and unusual problems.

Persons at this level are required to have extensive experience and a background of outstanding achievement in academic teaching or academic research and have a capacity for creative leadership.

TYPICAL DUTIES

The following are examples of duties performed by academic teaching staff which are appropriate to this level:

- manage an organisation’s academic teaching program/s, including:
 - the direction of subordinate staff;

- the provision of advice on specialist, technical and policy matters;
- representing an organisation at executive level; and
- liaising and negotiating with government, academic and professional bodies;
- undertake academic teaching projects or large scale, high complexity or program significance.

The following are examples of duties performed by academic research staff which are appropriate to this level:

- manage the academic research programs for a small agency or a major component of academic research programs for a large agency, including:
 - promoting the academic research work of the organisation and ensuring the effective dissemination of the results of research work;
 - providing advice on technical and policy matters;
 - representing the organisation at executive level; and
 - liaising and negotiating with government, academic and professional bodies;
- undertake academic research projects of large scale, high complexity or program significance.

ACADEMIC LEVEL 5

WORK LEVEL DESCRIPTION

Classification of a position at this level would require careful judgement in comparison with the Academic Level 4 positions, particularly to the level of accountability, complexity, competencies and professional judgement required, to determine whether it carries a level of responsibility clearly beyond Academic Level 4 work.

Persons at this level would be recognised as a national or international authority in their field of expertise.

Persons at this level would manage a substantial group of functions or a substantial operational unit, headed at senior Academic levels (Levels 3 and/or 4). These functions would be of a large scale and of major significance in terms of activities and resources, and may have service wide impact. These functions would involve management of the academic research program or academic teaching program of a department or agency, and would involve the management of Academic and other officers undertaking the work of the program.

Persons at this level would provide high level expert advice on management, technical or policy issues.

TYPICAL DUTIES

The following are examples of duties performed by academic teaching staff which are appropriate to this level:

- manage an organisation's academic teaching program where this is of major scope and significance in terms of activities and resources;
- provide high level advice on specialist, technical and policy matters; and
- undertake high level liaison and negotiation with government, academic and professional bodies.

The following are examples of duties performed by academic research staff which are appropriate to this level:

- manage and provide high level guidance and leadership on academic research programs where these are of major significance in terms of activities and resources;
- provide high level advice on specialist, technical and policy matters; and

- undertake high level liaison and negotiation with government, academic and professional bodies.

ATTACHMENT

DEFINITION OF RESEARCH AND DEVELOPMENT

Source - Australian Bureau of Statistics

Basic Research is experimental or theoretical work undertaken primarily to acquire new knowledge of the underlying foundation of phenomena and observable facts, without any particular application or use in view.

- Pure Basic Research (also known as curiosity-motivated or fundamental basic research) is research which is carried out without looking for long term economic or social benefits other than the advancement of knowledge.
- Strategic Basic Research (also known as mission-oriented basic research) is research directed into specific broad areas in the expectation of useful discoveries. It provides the broad base of knowledge necessary for the solution of recognised practical problems.

Applied Research (sometimes known as tactical problem-oriented research) also refers to original investigation undertaken in order to acquire new knowledge. It is, however, directed towards a specific practical aim or objective. Applied research is undertaken either to determine possible uses for the findings of basic research, or to determine new methods or ways of achieving some specific and predetermined objectives.

Experimental development refers to systematic work, drawing on existing knowledge gained from research and/or practical experience, that is directed to producing new materials, products and devices, to installing new processes and improving substantially those already produced or installed.

Note: There are no sharp boundaries between these categories. They are best thought of as overlapping elements in the research and development spectrum, from basic research to experimental development.

CLASSIFICATIONS

Associate Professor

Lecturer

Lecturer (Languages), Air Office - Department of Defence

Lecturer-in-charge (Languages), Air Office - Department of Defence

Lecturer I - Australian International Development Assistance Bureau

Lecturer II - Australian International Development Assistance Bureau

Lecturer III - Australian International Development Assistance Bureau

Principal Research Fellow

Principal Research Fellow - Australian Institute of Health

Principal Lecturer III - Australian International Development Assistance Bureau, Deputy

Principal

Principal Tutor

Professor

Research Assistant

Research Assistant - Australian Institute of Health

Research Fellow

Research Fellow - Australian Institute of Aboriginal and Torres Strait Islander Studies

Research Fellow - Australian Institute of Health

Senior Lecturer

Senior Lecturer II - Australian International Development Assistance Bureau

Senior Research Assistant

Senior Research Assistant - Australian Institute of Aboriginal and Torres Strait Islander Studies

Senior Research Assistant - Australian Institute of Health

Senior Research Fellow

Senior Research Fellow - Australian Institute of Health

Senior Tutor

Tutor

Warden - Royal Australian Air Force Academy, Point Cook