POSITION DESCRIPTION – ACADEMIC

POSITION INFORMATION

Position Title	Lecturer, Project Implementation Manager		
Faculty	Deputy Vice-Chancellor (Students, Learning and Teaching)		
School	Learning and Teaching Centre		
Nominated Supervisor	Director, Learning and Teaching Centre	**Campus/Location**	North Sydney, Strathfield, Brisbane, Melbourne, Adelaide, Ballarat or Canberra
Academic Level	Academic Level B	**Academic Career Pathway**	Academic Leadership/Service
CDF Achievement Level	1 All Staff	**Work Area Position Code**	
Employment Type	Full-time, Fixed term (1 year)	**Date reviewed**	December, 2017

The filling of this position is intended to constitute a special / equal opportunity measure under section 8(1) of the Racial Discrimination Act 1975 (Cth), section 126, **Anti-Discrimination Act 1977** *(NSW), section 5,* **Anti-Discrimination Act 1991** *(Qld) and Section 12* **Equal Opportunity Act 2010** *(Vic)The position is therefore only open to Aboriginal or Torres Strait Islander applicants.*

ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

Mission Statement: Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.

Australian Catholic University (ACU) is both a Catholic University and a public institution within the Australian higher education sector. ACU is an inclusive community which welcomes students and staff of all beliefs.   The University is committed to a strong Catholic ethos and seeks to foster and promote teaching and learning, research and scholarship, and community engagement in the Christian tradition. As valued members of our community, all staff members are expected to have an understanding of ACU's Mission and values and to demonstrate an active contribution to them.

The University shares with universities worldwide a commitment to quality in teaching, research and service. It aspires to be a community characterised by free enquiry and academic integrity.

The University chooses to focus on areas of teaching and research that are closely connected with its particular character as a University that is Catholic, public and national. The focus areas are Theology and Philosophy, Health, Education, and the Common Good and Social Justice.

ACU has over 2,500 staff supporting more than 34,000 students across seven campuses – Adelaide, Ballarat, Brisbane, Canberra, Melbourne, North Sydney and Strathfield.

The structure to support this complex and national University consists of:

- Provost
- Chief Operating Officer & Deputy Vice-Chancellor
- Deputy Vice-Chancellor, Research
- Deputy Vice-Chancellor, Students, Learning and Teaching

Each portfolio consists of a number of Faculties, Research Institutes or Directorates. The Directorate of Identity and Mission drives both the Identity and the [Mission](#) of the University. In addition, five Associate Vice-Chancellors and Campus Deans focus on the University's local presence and development of the University at the local 'campus' level.

The University pursues performance excellence and offers an environment where staff are valued and rewarded. Staff are expected to demonstrate a commitment to continuous improvement and to participate fully in resolving issues to achieve and maintain quality standards relevant to role. Further information about a career with ACU is available at [www.acu.edu.au.](http://www.acu.edu.au)

ACU is committed to diversity and social inclusion in its employment practices. Applications from Aboriginal and Torres Strait Islander people, people with disabilities and people from culturally diverse groups are encouraged.

ABOUT DEPUTY VICE-CHANCELLOR (STUDENTS, LEARNING AND TEACHING)

The Deputy Vice-Chancellor (Students, Learning and Teaching) is responsible for the Learning and Teaching Centre, the Office of Student Success, Student Administrations, ACU's Libraries and Student Engagement and Services.

ABOUT LEARNING AND TEACHING CENTRE (LTC)

The Learning and Teaching Centre (LTC) provides leadership in strategy, policy and capacity building, promoting excellence in learning and teaching at ACU, including in the online environment. The Centre provides programs and services to support professional development of academic staff and the technology platforms for course delivery and student engagement in learning. The LTC partners with Faculties, IT Services and the Library, as well as the Office of Student Success, in the delivery of outcomes shaped by ACU's Learning and Teaching Map.

POSITION PURPOSE

The position complements the expertise of the Project leader. The position is an implementation management position for Phase II of a major project with the ultimate aim to embed Indigenous Knowings, perspectives and pedagogical practices into ACU curricula at the level of the course rationale and throughout the curriculum.

Resources and projects which have been mapped as part of Phase I of the project will be reviewed and assessed. Those resources deemed to be of appropriate standard will be posted to the University Learning and Teaching website for use across ACU.

The position incumbent will participate in a process of identifying 'gaps' in the resources and existing or new ones will be found or developed to complete a comprehensive 'set' for use by ACU staff involved in curriculum design.

The position incumbent will then support and deliver an education programme for ACU course review staff engaged in curriculum design to appropriately use the resources to embed Indigenous Knowings, perspectives and/or teaching pedagogies into curricula as appropriate and relevant to the discipline.

POSITION RESPONSIBILITIES

Introduction

A number of frameworks and standards express the University's expectations of the conduct, capability, participation and contribution of staff. These are listed below:

- ACU Strategic Plan 2015-2020
- Catholic Identity and Mission
- Learning For Life Framework 2014-2017
- ACU Teaching Criteria and Standards Framework
- Research Quality Standards
- Academic Performance Matrices and Evidence Framework
- ACU Capability Development Framework
- Minimum Standards for Academic Levels (MSALs)
- Higher Education Standards Framework
- ACU Service Principles
- ACU Staff Enterprise Agreement including provisions in relation to Performance Excellence and Academic Career Pathways.

The following two frameworks in particular are important in understanding the expectations of an academic position and the required qualifications and capability of a position holder:

- The [Academic Performance Matrices and Evidence Framework](#) which describes the performance standards in areas of academic activity.
- The [Capability Development Framework](#) which describes the core competencies needed in all ACU staff to achieve the University's strategy and supports its mission.

All academic staff are allocated workload comprising a range of academic duties/activities that fall within the following three broad areas of academic activity in line with the relevant Academic Career Pathway and Academic Level.

- Teaching, Curriculum Development and Scholarship of Teaching
- Research
- Academic leadership/service.

Key responsibilities

Broad area of academic activity	Key responsibilities specific to this position	Relevant Core Competencies ([Capability Development Framework](#))
Teaching, curriculum development and scholarship of teaching	• Provide expert cultural awareness workshops to ACU staff. • In conjunction with the Project leader and LTC staff design, develop, deliver and document curricula, resources and materials for LTC workshops, courses and other professional development activities • Effectively consult with University staff to provide professional development which is responsive and appropriate, delivered in effective, efficient, reliable and sustainable ways, and aligned with the University's strategic priority in relation to embedding Indigenous Knowings, perspectives and pedagogical practices into curricula.	• Adapt to and Lead Change
Research	• Conduct a program of research in a HE learning and teaching area or academic development which leads to publication, grants and other relevant outcomes commensurate with Academic Level B.	• Communicate with Impact
Academic Leadership and Service	• Represent the LTC on relevant University and Faculty Committees. • Undertake other duties commensurate with the classification of Lecturer B as allocated by the Director LTC	• Know ACU Work Processes and Systems

SELECTION CRITERIA

Qualifications and Capability		Selection Criteria
Qualifications and other credentials		
1.	Identification as an Australian Aboriginal and/or Torres Strait Islander. ACU considers that being Aboriginal and/or Torres Strait Islander is a requirement as identified in the University's Aboriginal and Torres Strait Islander Peoples Employment Strategy.	Yes
2.	A postgraduate qualification or equivalent	Yes
3.	Evidence of successful professional practice in learning and teaching.	Yes
Teaching, curriculum development and scholarship of teaching		
4.	Evidence of successful experience in the design and delivery professional development opportunities in cultural awareness for academic staff.	Yes
5.	Evidence of successful experience in curriculum design	Yes
Research		
6.	A record of ongoing productivity in research and publication to a level commensurate with the classification of Academic Level B	Yes
Core Competencies		
7.	Demonstrate confidence and courage to achieve ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values.	Yes
8.	Demonstrated ability to display openness and resilience to inspire others to embrace change and make change happen in line with organisational interests and objectives.	Yes
9.	Demonstrated ability to communicate with impact and purpose to gain the support of a wide range of stakeholders, both internal and external to create positive impact and successful outcomes.	Yes
Other attributes		
10.	Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.	Yes