

## Position Description

### Position Title

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<b>Position No:</b>	NEW
<b>Business Unit:</b>	School of Humanities & Social Sciences
<b>Division:</b>	Office of Provost
<b>Department:</b>	Department of Languages and Cultures
<b>Classification Level:</b>	Level B Teaching Focussed
<b>Employment Type:</b>	Fixed-term (18 months), 0.6 FTE (Level B1)
<b>Campus Location:</b>	Melbourne (Bundoora)
<b>Other Benefits:</b>	<a href="http://www.latrobe.edu.au/jobs/working/benefits">http://www.latrobe.edu.au/jobs/working/benefits</a>

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

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## **Position Context/Purpose**

### *Level B – Lecturer (Teaching Focussed)*

A Level B Linguistics academic with a teaching focussed appointment will work without the need for close supervision and is expected to develop curriculum, coordinate subjects, teach and support students as they learn. In addition, a teaching focussed academic will support the administrative functions of the discipline as well as undertake scholarly work relevant to the development of learning and teaching in their discipline or professional field. A teaching focussed academic is expected to demonstrate teaching excellence in keeping with the La Trobe Teaching Excellence Principles and maintain a track record of excellence as evidenced by Student Feedback on Teaching (SFT) surveys, peer-feedback on teaching and through other evidence-based measures. Further, a level B teaching focussed academic will co-ordinate and/or lead the activities of other staff including subject tutors, as appropriate to learning and teaching in the discipline.

### *Position Context*

The Department of Languages and Cultures is seeking to appoint a teaching-focused Lecturer in Linguistics. Candidates with teaching experience in one or more of the following areas are particularly sought: Intercultural Communication, Introductory Linguistics, Discourse Analysis, Language and Gender, First Language Acquisition, Aboriginal Languages. The Faculty of Humanities and Social Sciences has an international reputation for the quality of its teaching and research programs. It is guided by the core values identified by the University in the operation of its research, scholarship, teaching and organisational practices. Linguistics is a research strength at La Trobe and attracts a strong cohort of students at both undergraduate and graduate levels. The Department of Languages and Cultures delivers subjects in a range of modes, including in-person, online and hybrid teaching models.

### **Duties at this level will include:**

- Coordinate and teach subjects providing a high-quality learning experience that engages students through the conduct of lectures, tutorials, practical classes and workshops, in online, blended and face-to-face modes.
- Provide constructive, fair and timely feedback on learning to students.
- Initiate, and participate in innovative subject and course level curriculum design (including the embedding of employability capabilities), development and review in areas such as, but not restricted to, online and blended delivery, taking an evidence-based approach to evaluate how these initiatives improve the student experience.
- Provide principle or co-supervision to Honours and Masters by coursework students.
- Demonstrate effectiveness by taking an evidence-based approach to evaluate learning and teaching initiatives, and continue to develop professional practice skills, knowledge and expertise.
- Demonstrate a scholarly approach to learning and teaching by contributing to La Trobe's SOLT including sharing of good practice.
- With mentoring support, as appropriate, obtain funding from internal or external sources for teaching improvement projects.
- Undertake other duties and administrative functions commensurate with the classification and scope of the position as required by the Head of Department or Head of School.

## **Essential Criteria**

### **Skills and knowledge required for the position**

- PhD degree as appropriate for the relevant discipline areas.
- Demonstrated effectiveness in teaching, curriculum development and subject coordination in face-to-face, blended and/or online modes, as evidenced by sustained high results on student feedback on teaching surveys, teaching excellence awards or through other forms of evidence.

- Sound analytical skills with an ability to communicate complex information clearly both orally and in writing.
- Demonstrated high level oral and written communication skills, including the ability to interact effectively, collaboratively and productively with staff and students from a diverse range of backgrounds.
- High level organisational skills with the ability to set priorities, meet deadlines, initiate and follow-up actions, all with minimal or no supervision.
- Evidence of innovative initiatives undertaken in the last three years that have improved the student experience, and the evaluation of effectiveness of these initiatives.
- Demonstrated ability to engage with and produce work related to the Scholarship of Teaching and Learning.
- Ability to supervise, or co-supervise, honours and postgraduate students.

### Capabilities required to be successful in the position

- Ability to demonstrate self-awareness, see things from another person's perspective and actively seek out and act on feedback to improve knowledge, skills and behaviour.
- Ability to work collaboratively, recognise the value of diversity and model accountability, connectedness, innovation and care.
- Ability to think creatively, explore new ideas and respectfully challenge existing practices in order to improve current ways of working.
- Ability to enable a safe, inclusive, high-performing team culture, prioritising staff mental health and wellbeing.

### Essential Compliance Requirements

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

### Other Information

The position description is indicative of the initial expectation of the role and subject to changes to University goals and priorities, activities or focus of the job.

### Position Flexibility

La Trobe University is committed to providing a diverse, inclusive and respectful working environment for all staff. We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

### La Trobe Cultural Qualities

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

- **We are *Connected*:** We connect to the world outside — the students and communities we serve, both locally and globally.
- **We are *Innovative*:** We tackle the big issues of our time to transform the lives of our students and society.

- *We are **Accountable**:* We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
- *We **Care**:* We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.

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For Human Resource Use Only

Initials:            Date: