POSITION DESCRIPTION

Position Title: Associate Lecturer in Accounting
Organisation Unit: UQ Business School
Position Number: 3039212
Type of Employment: Full-time, Fixed-Term, 3 years
Classification: Academic Level A – Teaching Focussed

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (45), the US News Best Global Universities Rankings (52), QS World University Rankings (51), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (60). UQ again topped the nation in the prestigious Nature Index; and secured a greater share of Australian Research Council grants in 2016 ($24.5 million) than any other university nationally.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience –the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland's highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 230,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.7 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences,
sustainable minerals, bioengineering and nanotechnology, as well as social science research.

UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://unique.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and will have further success in this area as an important strategic aim going forward.

Organisational Environment

The UQ Business School is located on the St Lucia campus with a staff of approximately 160 academic staff; 120 equivalent tutors and 70 professional staff. The School leases space in the Brisbane central business district in Central Plaza 1 where it offers core MBA courses and provides executive education and function facilities.

The School has seven main areas of academic strength represented by discipline clusters – accounting; business information systems; finance; management; marketing; strategy & international business; and tourism with a senior academic reporting to the Head of School leading each cluster. The successful applicant would be joining the Accounting Discipline within the UQ Business School.

Currently, the School has over 9,000 students enrolled in its programs: 6,000 at undergraduate level; 3,000 at postgraduate coursework level; and around 160 in research higher degree programs. Approximately one-third of the student body are international students, mostly from the Asia-Pacific region.

The School’s mission is to be courageous thinkers who empower future leaders to positively transform business and society. The School carries AACSB International and EQUIS accreditation – the first school in Australia to receive AACSB and EQUIS accreditation across the full range of programs. The School enjoys strong research links with leading international research schools.

Details of the teaching programs, research activities and business relations may be accessed through the School’s web site at: http://www.business.uq.edu.au/. Information about the Faculty and the School may be accessed on the Faculty’s web site at http://www.bel.uq.edu.au.

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - http://www.uq.edu.au/current-staff/working-at-uq

The University of Queensland Enterprise Agreement outlines the position classification standards for Levels A to E.

DUTY STATEMENT

Primary Purpose of Position

To engage as an Associate Lecturer in Accounting, to assist with undergraduate and postgraduate teaching, with specific focus of on development of online programs and blended learning for accounting courses, and to perform administrative and other activities
associated with the School. Some lecturing and course coordination may be required depending on the teaching need of the School and to assist with professional development. Applicants with expertise in one or more of the following areas would be highly regarded: Financial Accounting, Management Accounting and/or Audit.

**Duties**

Duties and responsibilities include, but are not limited to:

**Teaching and Learning**

- Undertake tutoring of undergraduate and graduate coursework students in accounting.
- Undertake lecturing, examination and coordination of undergraduate and graduate coursework students in the areas of accounting, as required by the School.
- Be available for consultation with students.
- Provide advice and information to students on a range of course-related matters and be the first point of inquiry for such matters.
- Undertake marking of assessment, as required.
- Assist course coordinators with course administration, as required.
- Undertake overall tutorial administration associated with courses, including tutorial allocation and marking allocation.
- Contribute to the curriculum in programs offered by the School as required, including preparation of teaching materials and assessment.
- Undertake scholarship of teaching, including, but not limited to, discipline research, education research, teaching innovations and case study development.
- Collaborate with more senior staff in the development of quality projects which explore, test, practice and communicate improved pedagogies.

**Service/Engagement**

- Undertake professional engagement to maintain currency of professional accounting affiliation, by:
  - Applying for and maintaining membership of an Australian professional accounting association such as CPAA or ICAA;
  - Attending professional development seminars offered by an Australian professional accounting association such as CPAA or ICAA; and
  - Developing external contributions to the profession and community through, for example, membership on professional body service or education committees.
- Participate in the School's Consultative Committee.
- Assist in fostering School relations with professional bodies and the business community.
- Assist in student recruitment activities and promotion of the School's profile.
- Perform any other duties as reasonably directed by your supervisor.
Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- the University’s Code of Conduct
- requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School
- the adoption sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University

Organisational Relationships

The position reports to the Accounting Discipline Leader and Head of School.
SELECTION CRITERIA

Essential

- Successful completion of an undergraduate degree or a postgraduate degree in accounting.
- Comprehensive knowledge of accounting.
- Proven ability to teach undergraduate and/or postgraduate courses and conduct tutorials, as evidenced through teaching metrics.
- Ability to work collaboratively with colleagues, particularly the relevant course coordinators.
- High-level communication, inter-personal and communication skills.
- Ability to relate to students.
- High personal work ethic to complete tasks in a timely manner.
- Advanced level of experience in the use of computer packages including Excel.

Desirable

- Familiarity with eLearning systems, including SI-Net and Blackboard.
- Affiliation with an Australian professional accounting associate such as CPAA or ICAA.

Seminar

Applicants invited for interview may be required to present a seminar in conjunction with the selection interview process.

Qualification Verification

An appointment to this position is subject to the verification of the highest academic qualification from the conferring institution.

The University of Queensland values diversity and inclusion.

Applications are particularly encouraged from Aboriginal and Torres Strait Islander peoples. For further information please contact our Australian Indigenous Employment Coordinator at: atsi_recruitment@uq.edu.au

This role is a full-time position; however flexible working arrangements may be negotiated.