Position Description

College/Division: ANU College of Asia and the Pacific
School/Centre: Crawford School of Public Policy
Department/Unit: Policy and Governance Program
Position Title: Lecturer/Senior Lecturer
Classification: Academic Level B/C
Position No: TBA
Responsible to: Head, Policy and Governance

PURPOSE STATEMENT:
The ANU College of Asia and the Pacific (CAP) leads intellectual engagement with the Asia-Pacific region through research, education and contributions to public debate, and seeks to set the international standard for scholarship concerning the region.

The Crawford School of Public Policy is one of four Schools within CAP and one of the world’s leading public policy schools. The Crawford School is the University's focal point for contributing to public policy research, education and policy impact. Its graduate programs have trained many of the region’s leaders, and its research has impacted on policy making. Public policy scholarship at Crawford School is characterized by high quality, policy-relevant research across a range of disciplines.

The Policy and Governance program at the Crawford School conducts research on pressing policy, institutional and development challenges in Australia and the Asia Pacific region. Program staff come from diverse disciplinary backgrounds and employ in their research a rich variety of theoretical perspectives and methodological approaches. There is a strong connection between research and teaching in the program. POGO offers a redesigned and relaunched Master of Public Administration (MPA), Master of Public Policy (MPP) and three Graduate Certificates: GC Public Policy, GC Public Management and GC Policy Design and Analysis. The Lecturer/Senior Lecturer will lead courses across the degrees, contribute to relevant specialisations, renew curricula when required and teach into other Crawford and ANU teaching programs. In addition to teaching in POGO’s graduate teaching program, the appointee(s) will also contribute to research supervision, undertake collaborative and independent research leading to high quality publications, contribute to the School’s public and policy engagement activities, and seek external research funding.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:
The Lecturer/Senior Lecturer will work collegially with academic and professional staff to deliver the POGO education, research and policy engagement program, in accordance with the strategic goals of the School, College and the University. S/he will be expected to teach in the group’s graduate teaching program; contribute to research supervision; undertake collaborative and independent research leading to high quality publications; contribute to the School’s public and policy engagement activities; and seek external research funding.

Role Statement:
All academic staff within the College are expected to undertake work in three areas of academic activity - education (teaching and learning), research and service (including outreach). The allocation of time to each area will reflect relative opportunities within the School and/or discipline, as well as individual appointment situations. This expectation applies regardless of the level of appointment or the type of appointment an academic holds.

Under the broad direction of the Head, Policy and Governance Program, the Lecturer/Senior Lecturer will undertake the following activities:

TEACHING
- Prepare and deliver tutorials, lectures, workshops or seminars primarily for the Master of Public Policy, Master of Public Administration, Executive Master of Public Policy, Graduate Certificate of Public Policy, Graduate Certificate of Public Administration and Graduate Certificate of Policy Design and Analysis.
- Contribute to other educational activities (e.g. guest lectures, short or intensive courses, and executive education).
- Develop assessment aligned with learning outcomes of courses.

For assistance please contact HR Division Ph. 6125 3346
• Develop course materials including on the University learning management system.
• Provide support and feedback to ensure students develop as independent learners.
• Supervise internships and research projects, including for Higher Degree Research candidates.
• Contribute to research training activities (e.g. master classes and research practicums).
• Integrate research into teaching and implement innovative teaching methods that give effect to the University’s commitment to providing a research intensive education.
• Participate in formal supervisory training or mentoring relationship with a senior academic.
• Conduct administrative duties associated with teaching and supervision.

RESEARCH
• Conduct research in public policy/administration producing publicly accessible works and original creative outputs which contribute to the Crawford School’s output as outlined by the ERA guidelines for public policy and related disciplines.
• Solely or jointly-author articles in top-ranked peer-reviewed journals (this expectation can be moderated if work is undertaken towards a monograph).
• Participate in competitive grant applications regularly.
• Contribute as a panel member or advisory member for HDR students.
• Seek to contribute to significant conferences, workshops or related events in their field, including securing invitation(s) as a major presenter.
• Conduct collaborative and interdisciplinary research as a leader or member.

SERVICE
• Attend departmental and/or faculty meetings and/or participate as a member of at least one School, College or University Committee or Sub-Committee (e.g. Education, Research Impact) per year
• Review academic journals and press manuscripts; conference proceedings intended for publication; research grant proposals; and promotion dossiers at other institutions.
• Contribute to teaching and learning leadership by providing peer support in teaching and learning, team teaching and examining theses.
• Where possible, participate in research collaboration with industry/government agencies/civil society which generate substantial outcomes.
• Support education engagement by contributing to the social media presence in education and programs for broader community/schools etc. (e.g. public speaking engagements).
• Contribute to the governance, strategic planning, capacity building and inclusive culture of the University
• Engage with the local community in dealing with issues of local and/or regional significance. Engagement includes providing access to education and research, and communicating and disseminating research results.
• Other duties consistent with the classification of the position.
• Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.

Skill Base: Level B
A Level B academic will undertake independent teaching and research in their discipline or related area. In research and/or scholarship and/or teaching, a Level B academic will make an independent contribution through professional practice and expertise and coordinate and/or lead the activities of other staff, as appropriate to the discipline.

The Lecturer will take responsibility for a minimum of two courses per year (12 units credit), teaching and supervision at the postgraduate level (including HDR) and where appropriate undertake additional training to develop these skills. S/he will engage in independent scholarship and/or research and/or professional activities appropriate to their profession or discipline. The academic will normally undertake administration primarily relating to their activities at the institution and may be required to perform the full academic responsibilities of and related administration for the coordination of an award program of the institution.

The Selection Committee will consider the candidate’s teaching experience, experience in research, experience outside tertiary education, creative achievement, and professional contributions.

Skill Base: Level C
A Level C academic will make a significant contribution to research and/or scholarship and/or teaching and administration activities. The Senior Lecturer will take responsibility for a minimum of two courses per year (12 units credit), teaching and supervision at the postgraduate level (including HDR). S/he will normally play a major role or provide a significant degree of leadership in scholarly, research and/or professional activities.

The Selection Committee will consider the candidate’s teaching experience, experience in research, experience outside tertiary education, creative achievement, and professional contributions. In addition, a position at this level will normally require a record of demonstrable scholarly and professional achievement in the relevant discipline area.
SELECTION CRITERIA:

LEVEL B: Lecturer

1. A PhD in public policy or cognate discipline in the social sciences. Experience in the Asia-Pacific and/or Australia is important, with an emphasis on complementing existing geographic expertise in the Policy and Governance (PoGo) Program. Expertise in one or more of the following areas is sought: Global Development Policy, Social Policy, Public Administration or Health Policy.
2. A record of scholarship that includes publications in leading peer reviewed journals and a growing track record with research funding.
3. Demonstrated ability to develop curriculum, deliver quality teaching and supervise undergraduate and postgraduate students.
4. Developing research impact capacity, including experience with policy engagement and partnership development with relevant industry/business/professional/government organisations in Australia or the Asia-Pacific.
5. Well-developed oral and written communication skills in English and an ability to liaise effectively and/or develop positive relationships with a wide range of staff and students.
6. Proven ability to work co-operatively and creatively in a team environment.
7. Leadership capacity, including the ability to supervise a team, to establish priorities and manage competing deadlines for self and others.
8. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a university context.

LEVEL C: Senior Lecturer

1. A PhD in public policy or cognate discipline in the social sciences. Experience in the Asia-Pacific and/or Australia is important, with an emphasis on complementing existing geographic expertise in the group. Expertise in one or more of the following areas is sought: Global Development Policy, Social Policy, Public Administration or Health Policy.
2. An excellent record of scholarship that includes publications in leading peer reviewed journals, success in obtaining external research funding, and the successful supervision of postgraduate research candidates.
3. A demonstrated record of high quality, best practice teaching, in the areas of expertise, including curriculum design and development and the supervision of undergraduate and postgraduate students.
4. Demonstrated research impact capacity with a record of successful interaction/partnerships with relevant industry/business/professional/government organisations in Australia or the Asia-Pacific.
5. Very highly developed oral and written communication skills in English and an ability to liaise effectively and/or develop positive relationships with a wide range of staff and students.
6. Proven ability to work co-operatively and creatively in a team environment.
7. Leadership capacity, including the proven ability to supervise a team, to establish priorities and manage competing deadlines for self and others.
8. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a university context.

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure which sets out the types of checks required by each type of position.

References:

Minimum Standards for Academic Levels (MSAL)
Position Details

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<tr>
<th>College/Div/Centre</th>
<th>ANU College of Asia and the Pacific</th>
<th>Dept/School/Section</th>
<th>School Name</th>
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<td>Position No.</td>
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In accordance with the Work Health and Safety Act 2011 (Cth) the University has a primary duty of care, so far as reasonably practicable, to ensure the health and safety of all staff while they are at work in the University.

- This form must be completed by the supervisor of the advertised position and appended to the back of the Position Description.
- This form is used to advise potential applicants of work environment and health and safety hazards prior to application.
- Once an applicant has been selected for the position they must familiarise themselves with the University WHS Management System via Handbook guidance [https://services.anu.edu.au/human-resources/health-safety/whs-management-system-handbook](https://services.anu.edu.au/human-resources/health-safety/whs-management-system-handbook)
- The hazards identified below are of generic nature in relation to the position. It is not correlated directly to training required for the specific staff to be engaged. Identification of individual WHS training needs must be in accordance with WHS Local Training Plan and through the WHS induction programs and Performance Development Review Process.

### Potential Hazards

- Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a regular or occasional part of the duties.

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<th>TASK</th>
<th>regular</th>
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<th>TASK</th>
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<td>repetitive manual tasks</td>
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<td>Organizing events</td>
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<td>CHEMICALS</td>
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<td>potential biological allergens</td>
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<td>cytotoxics</td>
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<td>laboratory animals or insects</td>
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<td>mutagens/teratogens/</td>
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<td>clinical specimens, including blood</td>
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<td>carcinogens</td>
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<td>genetically-manipulated specimens</td>
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<td>pesticides / herbicides</td>
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OTHER POTENTIAL HAZARDS (please specify):