Position Description

College/Division: ANU College of Business and Economics
Faculty/School/Centre: Research School of Management
Position Title: Associate Lecturers/Lecturers in Business Management
Classification: Academic Level A or B
Position term: 3 years fixed term (0.5 FTE or 1.0 FTE)
Position No: -
Responsible to: Director, Research School of Management

PURPOSE STATEMENT:
The Research School of Management (RSM) has responsibility for undergraduate and postgraduate teaching across a range of management disciplines. The School has a strong focus on evidence-based management and is seeking to appoint several academic staff members as Associate Lecturers and Lecturers in Business Management, who will undertake the teaching of multiple courses in two or more of our disciplines.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:
The Associate Lecturers and Lecturers are expected to work collegially with academic and professional staff to inform and shape the academic agenda of the School. They will make active, independent contributions to undergraduate and graduate teaching, and contribute to the intellectual life of the School through other service activities.

Our College values of Excellence, Robustness, Respect, Collegiality and Unity represent what we care about collectively. We refer to our College values to guide behaviour that helps ensure that we are treating one another well and are working together in the most effective way possible. Our Values and Behaviours are available here.

Role Statement:
Under the broad direction of the Research School Director, each appointee will:

1. Contribute to teaching four courses a year at undergraduate and postgraduate levels as required. Teaching duties include but are not limited to course development and design, course convenor coordination, the preparation and delivery of related seminars, lectures, workshops, or tutorials (as appropriate), preparation of course material, marking and assessment, and consultations with students.
2. Contribute to the supervision and coordination of casual sessional academic tutors.
3. Contribute to the research activities within the School as appropriate.
4. Contribute to undertaking administrative tasks and professional practice within the School, particularly within their discipline area, and participate in School governance. These contributions include, but are not limited to, program coordination and review, course review, the development of flexible delivery of courses, attendance and participation in academic staff meetings and seminar presentations, and involvement in portfolio groups, discipline clusters, and committees as required.
5. Contribute to working closely with ANU key stakeholders for outreach activities with prospective students, industry partners, government, the media and the public.
6. Contribute to the supervision of students at undergraduate, honours, graduate coursework, or higher degree research levels (as appropriate).
7. Comply with all ANU policies and procedures and in particular those relating to work health and safety and equal opportunity.
8. Other duties as consistent with the classification level of the position.
Skill Base: Level A
A Level A academic will work with the support and guidance from more senior academic staff and is expected to develop their expertise in teaching and research with an increasing degree of autonomy. A Level A academic will normally have completed four years of tertiary study or equivalent qualifications and experience and may be required to hold a relevant higher degree.

Skill Base: Level B
A Level B Academic will have qualifications and/or experience recognised by the institution as appropriate for the relevant discipline area. A Level B academic will undertake independent teaching, research and engagement in their discipline area. In research and/or teaching and/or engagement a Level B academic will make an independent contribution through professional practice and expertise and coordinate and/or lead the activities of other staff.

SELECTION CRITERIA:
Level A academic (Lecturer)
1. A degree in a field related to business management and industry experience in a relevant field(s).
2. Ability to teach 4 courses per year at the undergraduate levels in two or more academic disciplines within the RSM. These disciplines include business information systems, corporate sustainability, entrepreneurship and innovation, international business, management, marketing, and project management.
3. Evidence of high quality teaching in tertiary education organisations.
4. Ability to apply academic and/or industry relevant research in tertiary education.
5. Ability to work effectively and independently
6. Ability to supervise students’ applied research or industry projects.
7. Appreciation of requirements for fostering and maintaining inclusive, respectful and productive working relationships with staff, students and colleagues at all levels.
8. A demonstrated understanding of WHS, equal opportunity (EO) principles and policies and a commitment to their application in a university context.

Level B academic (Lecturer)
1. PhD in a field related to business management, or combination of a postgraduate qualification and significant industry experience in a relevant field(s).
2. Demonstrated capability and expertise to teach 4 courses per year across both undergraduate and postgraduate coursework levels in two or more academic disciplines within the RSM. These disciplines include business information systems, corporate sustainability, entrepreneurship and innovation, international business, management, marketing, and project management.
3. Sustained evidence of high quality teaching in tertiary education organisations.
4. Demonstrated capability to apply academic and industry relevant research in tertiary education.
5. Understanding of requirements for building strategic relationships with industry, government and other universities.
6. Ability to supervise student research projects at the Honours and postgraduate coursework levels.
7. Appreciation of requirements for fostering and maintaining inclusive, respectful and productive working relationships with staff, students and colleagues at all levels.
8. A demonstrated understanding of WHS, equal opportunity (EO) 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.

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<th>Supervisor/Delegate Name:</th>
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References:

- Professional Staff Classification Descriptors
- Academic Minimum Standards