



## Position Description

<b>College/Division:</b>	<b>ANU College of Asia and the Pacific</b>
<b>School/Centre:</b>	<b>School of Culture, History &amp; Language</b>
<b>Department/Unit:</b>	
<b>Position Title:</b>	<b>Associate Lecturer (Level A) / Research Fellow / Lecturer (Level B)</b>
<b>Classification:</b>	<b>Academic Level A/B</b>
<b>Position No:</b>	<b>29915</b>
<b>Responsible to:</b>	<b>Supervisor Position</b>
<b>Number of positions that report to this role:</b>	<b>Nil</b>
<b>Delegation(s) Assigned:</b>	<b>Nil</b>

### **PURPOSE STATEMENT:**

The ANU College of Asia and the Pacific (CAP) leads intellectual engagement with the Asia-Pacific region through research, teaching and contributions to public debate, and seeks to set the international standard for scholarship concerning the region. Additionally, within CAP, the Myanmar Research Centre provides an intellectual home to regional experts and researchers across disciplines, departments, and colleges at the ANU.

The School of Culture, History and Language (CHL) is a dynamic and diverse community of researchers and educators dedicated to investigating and learning with and about the people, languages, and societies of Asia and the Pacific. In CHL, we are proud that our capacity for teaching, studying, and researching the languages of Asia and the Pacific is unrivalled in Australia. Excellence in language education and research is a core value of our scholarly enterprise. This excellence underpins the cultural knowledge and expertise of our scholars and keeps us at the forefront of language learning and research.

CHL offers the only tertiary level Burmese language program in Australia. The two-year program consisting of four language proficiency levels is accessible to academic and professional students around the world through Open Universities Australia (OUA).

The Lecturer/Research Fellow is expected to make contributions to the teaching effort of CHL particularly at undergraduate level and to carry out activities to develop his/her scholarly, research and/or professional expertise relevant to Burmese language studies and Myanmar history and culture.

### **KEY ACCOUNTABILITY AREAS:**

### **Position Dimension & Relationships:**

The successful candidate for the Lecturer in Burmese Language position will be deeply committed to enhancing ANU's Burmese Language and South East Asian Studies programs through innovative teaching, program building, research development, and community outreach. We seek a research scholar and educator who will bring their expertise and intellectual distinction to our research and education profiles, by demonstrating an active research and publication agenda in an area related to Burmese Language, South East Asian Studies, and/or a related field. The appointee will contribute to CHL's teaching program in the Burmese Language and in their area of specialisation. Demonstrated capacity for, and/or interest in, learning new technologies, teaching both online and in-person, and generating innovative approaches to education is highly desirable. Upon appointment, the candidate will contribute to academic service work within ANU, in their relevant discipline(s) both nationally and internationally, and in the broader public community.

## **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, the type of appointment an academic holds, or the part of the University in which an academic may have begun their career at ANU.

Under the broad direction of Director of the School, the Level A or B Lecturer will:

### **Education activities**

- Prepare and deliver tutorials, lectures, practical classes, demonstrations, workshops, seminars, student field excursions, clinical sessions and/or studio sessions.
- Contribute to other educational activities (e.g. guest lectures, short or intensive courses, and executive education).
- Contribute to in-country or study abroad options.
- Develop assessment aligned with learning outcomes of courses.
- Develop course materials including on-line materials on the University learning management system.
- Provide support and feedback to ensure students develop as independent learners.
- Contribute to research training activities.
- Integrate research into teaching and implement innovative teaching methods that give effect to the University's commitment to providing a research intensive education.
- Deliver educational enrichment, professional development or research training activities.
- Participate in formal supervisory training or mentoring relationship with a senior academic.
- Conduct administrative duties associated with teaching.

### **Research activities**

- Conduct practice led research in the Burmese language including producing publically accessible works and original creative outputs which contribute to the school's output as outlined by the guidelines for the discipline.
- Solely or jointly-author articles in top-ranked peer-reviewed journals.
- Participate in at least one competitive grant application (every 2 – 3 years).
- Contribute as a panel member or advisory member for HDR students.
- Secure invitation as a major presenter at national or international conferences
- Conduct collaborative and interdisciplinary research as a leader or member.
- Undertake professional activity such as consultancy and policy work for governments.

### **Service, outreach, consulting and administrative activities**

- Attend departmental and/or faculty meetings and/or participate as a member of at least one School, College or University Committee or Sub-Committee (Education, Research or Administrative) 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 government agencies which generate substantial outcomes
- Engage in consulting or advice for external stakeholders
- 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, 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 A**

A Level A academic will work with the support and guidance from more senior academic staff and is expected to develop his or her 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.

A Level A academic will normally contribute to teaching at the institution, at a level appropriate to the skills and experience of the staff member, engage in scholarly, research and/or professional activities appropriate to their profession or discipline, and undertake administration primarily relating to their activities at the institution. The contribution to teaching of Level A academics will be primarily at undergraduate and graduate diploma level.

### **Skill Base – Level B**

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

The academic will take full responsibility for or significantly contribute to convening of courses, teaching and supervision at the undergraduate, honours and postgraduate level (including HDR) and where appropriate undertake additional training to develop these skills.

In determining experience relative to qualifications, regard shall be had to teaching experience, experience in research, experience outside tertiary education, creative achievement, professional contributions and/or to technical achievement.

## **SELECTION CRITERIA:**

### **Level A:**

1. A PhD (or progress towards) in a relevant field in the humanities and social sciences with a focus on South East Asian languages, literatures and/or culture, including the use Burmese and other South East Asian language sources.
2. Ability to conduct research and contribute to obtaining external research funding in a field aligned with Burmese, Myanmar culture and South East Asian studies that contributes to the field within one of the School's program offerings.
3. Ability to develop Burmese language curriculum and deliver quality teaching of Burmese at all levels at a tertiary level and supervise undergraduate students.
4. Ability to contribute to university administration and successfully interact with relevant industry/business/professional/government organisations.
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 in a small team environment.
7. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a university context.

### **Level B:**

1. A PhD in a relevant field in the humanities and social sciences with a focus on South East Asian languages, literatures and/or culture, including the use Burmese and other South East Asian language sources.
2. Evidence of experience and ability to teach Burmese at all levels, with a demonstrated record of excellence in language teaching. This should include evidence of the development and delivery of innovative on-line courses in Burmese and/or South East Asian studies.

3. Demonstrated ability to undertake Burmese language curriculum and program development at a tertiary level.
4. An active research agenda in a field aligned with Burmese, Myanmar culture and South East Asian studies that contributes to the field within one of the School's program offerings, as evidenced by a robust track-record of peer-reviewed publications.
5. A demonstrated ability and/or commitment to apply for competitive external funding to support individual and collaborative research activities and CHL/CAP outreach activities.
6. 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.
7. Proven ability to work co-operatively in a small team environment.
8. Ability to supervise a team, to establish priorities and manage competing deadlines for self and others.
9. 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)t



# Pre-Employment Work Environment Report

## Position Details

College/Div/Centre	ANU College of Asia and the Pacific	Dept/School/Section	CHL
Position Title	Research Fellow / Lecturer	Classification	Academic Level B
Position No.	29915	Reference No.	

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>
- 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.
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see 'Employment Medical Procedures' at [http://info.anu.edu.au/Policies/\\_DHR/Procedures/Employment\\_Medical\\_Procedures.asp](http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp)

## Potential Hazards

<ul style="list-style-type: none"> <li>• Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a <b>regular</b> or <b>occasional</b> part of the duties.</li> </ul>					
TASK	regular	occasional	TASK	regular	occasional
key boarding	X	<input type="checkbox"/>	laboratory work	<input type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input type="checkbox"/>	<input type="checkbox"/>	work at heights	<input type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks	<input type="checkbox"/>	<input type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
Organizing events	<input type="checkbox"/>	<input type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
fieldwork & travel	<input type="checkbox"/>	X	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<input type="checkbox"/>			
NON-IONIZING RADIATION			IONIZING RADIATION		
solar	<input type="checkbox"/>	<input type="checkbox"/>	gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	beta particles	<input type="checkbox"/>	<input type="checkbox"/>
infra red	<input type="checkbox"/>	<input type="checkbox"/>	nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>
laser	<input type="checkbox"/>	<input type="checkbox"/>			
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>			
CHEMICALS			BIOLOGICAL MATERIALS		
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>
allergens	<input type="checkbox"/>	<input type="checkbox"/>	potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
			immunisations	<input type="checkbox"/>	<input type="checkbox"/>
<b>OTHER POTENTIAL HAZARDS (please specify):</b>					