



## Position Description

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|--|----------------------------|
| <b>College/Division:</b>                             | ANU College of Science     |
| <b>Faculty/School/Centre:</b>                        | Research School of Biology |
| <b>Department/Unit:</b>                              |                            |
| <b>Position Title:</b>                               | Lecturer                   |
| <b>Classification:</b>                               | Academic Level B           |
| <b>Position No:</b>                                  | TBC                        |
| <b>Responsible to:</b>                               | Division Head              |
| <b>Number of positions that report to this role:</b> |                            |
| <b>Delegation(s) Assigned:</b>                       |                            |

### PURPOSE STATEMENT:

The ANU College of Science (CoS) comprises: the Research School of Astronomy and Astrophysics, the Research School of Biology, the Research School of Chemistry, the Research School of Earth Science, the Fenner School of Environment and Society, the Mathematical Sciences Institute, the Research School of Physics and Engineering, and the Centre for the Public Awareness of Science. Staff and students within the ANU College of Science conduct research and delivers a research-led education program that encompasses the entire breadth of the sciences, supported by extensive international networks and by world-class facilities. The College has a strong tradition of research excellence that has fostered distinguished Nobel Laureates and Kyoto Prize winners and that trains scientific leaders in disciplines in which the ANU is consistently ranked in the top twenty in the world.

The ANU Research School of Biology is home to ~50 continuing academic staff and a large number of postdoctoral and postgraduate researchers from around the world. Our research is supported by outstanding equipment, infrastructure and professional staff, and is funded by an extensive range of external grants. The School conducts research, research training (MPhil and PhD), Masters and undergraduate education in a wide range of biological and biomedical sciences.

The Research Fellow/Lecturer is expected to undertake work in all three areas of academic activity –research, education and service (including outreach). The allocation of time to each area will be discussed with the position supervisor annually and be reflective of the appointee’s research agenda, school and interdisciplinary teaching requirements and leadership opportunities within the School environment. The Research Fellow/Lecturer may also be required to supervise or mentor less senior staff, and undertake leadership roles as applicable. The staff member will contribute cooperatively to the overall intellectual life of the School, College and University.

### KEY ACCOUNTABILITY AREAS:

#### Position Dimension & Relationships:

The Research Fellow/ Lecturer will be a member of Research School of Biology, accountable to the Division Head and Director of the School. The Research Fellow / Lecturer will be expected to work collegially, leading by example to develop and maintain effective, productive and beneficial workplace relationships within all academic and professional School and College staff, students and honorary appointees, as well as with external organisations. This position will also have a mentoring role for students and will engage in collegial and productive collaborations with local, national and where possible, international colleagues.

**Role Statement:**

In their role as an Academic Level B the Research Fellow / Lecturer is expected to:

- Undertake independent research in their specialist area with a view to publishing original and innovative results in refereed journals, present research at academic seminars and at national and international conferences, and collaborate with other researchers at a national and/or international level.
- Actively seek and secure external funding including the preparation and submission of research proposals to external funding bodies.
- Contribute to the teaching activities of the School at the undergraduate and graduate levels. This includes, but is not limited to, the preparation and delivery of lectures and tutorials, the preparation of online material, marking and assessment, consultations with students, acting as subject coordinators and the initiation and development of course/subject material.
- Supervise students working on individual or group projects at undergraduate, honours, graduate-coursework levels. Supervision of research students. Position Description
- Supervise Postdoctoral Fellow's and research support staff in their research area.
- Actively contribute to all aspects of the operation of the School. This may include representation through committee memberships.
- Assist in outreach activities including to prospective students, research institutes, industry, government, the media and the general public.
- Maintain high academic standards in all education, research and administration endeavours.
- Take responsibility for their own workplace health and safety and not wilfully place at risk the health and safety of another person in the workplace.
- A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a university context.
- Other duties as required that are consistent with the classification of the position.

**Skill Base**

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.

A Level B academic will normally contribute to teaching at undergraduate, honours and postgraduate level, 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.

**SELECTION CRITERIA:**

- A PhD in an area consistent with RSB research programs in molecular or cell biology, with a track record of independent research in the field as evidenced by publications in peer-reviewed journals and conferences, a record of developing and maintaining collaborations and by other measures such as awards, and invitations to present at conferences.
- Evidence of the ability to articulate and prosecute innovative research in molecular or cell biology and which aligns with or extends RSB research strengths, and a vision for the activities they will undertake at the ANU.
- A demonstrated ability and commitment to apply for competitive external funding to support individual and collaborative research activities.
- Evidence of an ability and willingness to teach at all levels.
- An ability to supervise and graduate high quality PhD/Masters research students.
- The demonstrated ability to work as part of a team, contributing to team management and a demonstrated ability to meet deadlines.
- Excellent oral and written English language skills and a demonstrated ability to communicate and interact effectively with a variety of staff and students in a cross-disciplinary academic environment and to foster respectful and productive working relationships with staff, students and colleagues at all levels.
- 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.

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|----------------------------------|--|--------------|--|
| <b>Supervisor/Delegate Name:</b> |  | <b>Date:</b> |  |
|----------------------------------|--|--------------|--|

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| <b>References:</b>  |
| <a href="#">Professional Staff Classification Descriptors</a> |
| <a href="#">Academic Minimum Standards</a>                    |



## Position Description

|  |                            |
|--|----------------------------|
| <b>College/Division:</b>                             | ANU College of Science     |
| <b>Faculty/School/Centre:</b>                        | Research School of Biology |
| <b>Department/Unit:</b>                              |                            |
| <b>Position Title:</b>                               | Senior Lecturer            |
| <b>Classification:</b>                               | Academic Level C           |
| <b>Position No:</b>                                  | TBC                        |
| <b>Responsible to:</b>                               | Division Head              |
| <b>Number of positions that report to this role:</b> |                            |
| <b>Delegation(s) Assigned:</b>                       |                            |

### PURPOSE STATEMENT:

The ANU College of Science (CoS) comprises: the Research School of Astronomy and Astrophysics, the Research School of Biology, the Research School of Chemistry, the Research School of Earth Science, the Fenner School of Environment and Society, the Mathematical Sciences Institute, the Research School of Physics and Engineering, and the Centre for the Public Awareness of Science. Staff and students within the ANU College of Science conduct research and delivers a research-led education program that encompasses the entire breadth of the sciences, supported by extensive international networks and by world-class facilities. The College has a strong tradition of research excellence that has fostered distinguished Nobel Laureates and Kyoto Prize winners and that trains scientific leaders in disciplines in which the ANU is consistently ranked in the top twenty in the world.

The ANU Research School of Biology is home to ~50 continuing academic staff and a large number of postdoctoral and postgraduate researchers from around the world. Our research is supported by outstanding equipment, infrastructure and professional staff, and is funded by an extensive range of external grants. The School conducts research, research training (MPhil and PhD), Masters and undergraduate education in a wide range of biological and biomedical sciences.

The Fellow/ Senior Lecturer is expected to undertake work in all three areas of academic activity –research, education and service (including outreach). The allocation of time to each area will be discussed with the position supervisor annually and be reflective of appointees independent research agenda, school and interdisciplinary teaching requirements and leadership opportunities within the School environment. The Fellow/Senior Lecturer may also be required to supervise or mentor less senior staff, and undertake leadership roles as applicable. The staff member will contribute cooperatively to the overall intellectual life of the School, College and University.

### KEY ACCOUNTABILITY AREAS:

#### Position Dimension & Relationships:

The Fellow/ Senior Lecturer will be a member of Research School of Biology, accountable to the Division Head and Director of the School. The Fellow / Senior Lecturer will be expected to work collegially, leading by example to develop and maintain effective, productive and beneficial workplace relationships within the all academic and professional School and College staff, students and honorary appointees, as well as with industry stakeholders. This position will also have a mentoring role for students and will engage in collegial and productive collaborations with local, national and where possible, international colleagues.

**Role Statement:**

In their role as an Academic Level C the Fellow / Senior Lecturer is expected to:

- Undertake high impact independent research in their specialist area with a view to publishing original and innovative results in international refereed journals, present research at academic seminars and at national and international conferences, and collaborate with other researchers at a national and/or international level.
- Actively seek and secure external funding including the preparation and submission of research proposals to external funding bodies.
- Make a strong contribution to the teaching activities of the School at the undergraduate and graduate levels. This includes, but is not limited to, the preparation and delivery of lectures and tutorials, the preparation of online material, marking and assessment, consultations with students, acting as a subject coordinator, the initiation and development course/subject material and actively lead overall development of courses in the discipline.
- Supervise students working on individual or group projects at undergraduate, honours, graduate-coursework levels. Supervision of research students.
- Lead, supervise and develop less senior academic and research support staff in their research area.
- Proactively contribute to all aspects of the operation of the School and College. This may include representation through committee memberships.
- Lead outreach activities including to prospective students, research institutes, industry, government, the media and the general public.
- Maintain and actively promote high academic standards in all education, research and administration endeavours.
- Take responsibility for their own workplace health and safety and not wilfully place at risk the health and safety of another person in the workplace.
- A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a university context.
- Other duties as required that are consistent with the classification of the position.

**Skill Base**

A Level C academic will make a significant contribution to the discipline at the national level. In research and/or scholarship and/or teaching they will make original contributions, which expand knowledge or practice in their discipline.

A Level C academic will normally make a significant contribution to research and/or scholarship and/or teaching and administration activities of an organisational unit or an interdisciplinary area at undergraduate, honours and postgraduate level. The academic will normally play a major role or provide a significant degree of leadership in scholarly, research and/or professional activities relevant to the profession, discipline and/or community and may be required to perform the full academic responsibilities of and related administration for the coordination of a large award program or a number of smaller award programs of the institution.

**SELECTION CRITERIA:**

- A PhD molecular or cell biology or an area consistent with RSB research, with a strong track record of independent research as evidenced by cited publications in peer-reviewed journals and conferences, a record of developing and maintaining collaborations and by other measures such as awards, and invitations to present at prominent conferences etc.
- A track record of articulating and prosecuting innovative research in molecular or cell biology and which aligns with or extends RSB research strengths, and a vision for the activities they will undertake at the ANU.
- A record of winning bids for competitive external funding to support individual and collaborative research activities.
- Evidence of effective teaching at all levels and of the ability to contribute to setting the education agenda of the School.
- A track record of successfully supervising and graduating high quality PhD/Masters research students.
- Demonstrated ability to lead and work as part of a team, significantly contributing to team management and a demonstrated ability to meet deadlines.

- Excellent oral and written English language skills and a demonstrated ability to communicate and interact effectively with a variety of staff and students in a cross-disciplinary academic environment and to foster respectful and productive working relationships with staff, students and colleagues at all levels.
- 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.*

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| <b>Supervisor/Delegate Name:</b> |  | <b>Date:</b> |  |
|----------------------------------|--|--------------|--|

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| <b>References:</b> |
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| <a href="#">Professional Staff Classification Descriptors</a> |
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| <a href="#">Academic Minimum Standards</a> |
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# Pre-Employment Work Environment Report

## Position Details

|                    |                           |                     |                    |
|--------------------|---------------------------|---------------------|--------------------|
| College/Div/Centre | CoS                       | Dept/School/Section | RSB                |
| Position Title     | Lecturer/ Senior Lecturer | Classification      | Academic Level B/C |
| Position No.       | TBC                       | 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                          |  |
| key boarding  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |  |
| lifting, manual handling  | <input type="checkbox"/>            | <input type="checkbox"/>            |  |
| repetitive manual tasks   | <input type="checkbox"/>            | <input type="checkbox"/>            |  |
| Organizing events   | <input type="checkbox"/>            | <input type="checkbox"/>            |  |
| fieldwork & travel  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |  |
| driving a vehicle   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |  |
| NON-IONIZING RADIATION  |                                     |                                     |  |
| solar   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |  |
| ultraviolet   | <input type="checkbox"/>            | <input type="checkbox"/>            |  |
| infra red   | <input type="checkbox"/>            | <input type="checkbox"/>            |  |
| laser   | <input type="checkbox"/>            | <input type="checkbox"/>            |  |
| radio frequency   | <input type="checkbox"/>            | <input type="checkbox"/>            |  |
| CHEMICALS   |                                     |                                     |  |
| hazardous substances  | <input type="checkbox"/>            | <input type="checkbox"/>            |  |
| allergens   | <input type="checkbox"/>            | <input type="checkbox"/>            |  |
| cytotoxics  | <input type="checkbox"/>            | <input type="checkbox"/>            |  |
| mutagens/teratogens/<br>carcinogens   | <input type="checkbox"/>            | <input type="checkbox"/>            |  |
| pesticides / herbicides   | <input type="checkbox"/>            | <input type="checkbox"/>            |  |
|   |                                     |                                     |  |
| TASK  | regular                             | occasional                          |  |
| laboratory work   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |  |
| work at heights   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |  |
| work in confined spaces   | <input type="checkbox"/>            | <input type="checkbox"/>            |  |
| noise / vibration   | <input type="checkbox"/>            | <input type="checkbox"/>            |  |
| electricity   | <input type="checkbox"/>            | <input type="checkbox"/>            |  |
| IONIZING RADIATION  |                                     |                                     |  |
| gamma, x-rays   | <input type="checkbox"/>            | <input type="checkbox"/>            |  |
| beta particles  | <input type="checkbox"/>            | <input type="checkbox"/>            |  |
| nuclear particles   | <input type="checkbox"/>            | <input type="checkbox"/>            |  |
| BIOLOGICAL MATERIALS  |                                     |                                     |  |
| microbiological materials   | <input type="checkbox"/>            | <input type="checkbox"/>            |  |
| potential biological allergens  | <input type="checkbox"/>            | <input type="checkbox"/>            |  |
| laboratory animals or insects   | <input type="checkbox"/>            | <input type="checkbox"/>            |  |
| clinical specimens, including<br>blood  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |  |
| genetically-manipulated<br>specimens  | <input type="checkbox"/>            | <input type="checkbox"/>            |  |
| immunisations   | <input type="checkbox"/>            | <input type="checkbox"/>            |  |
| <b>OTHER POTENTIAL HAZARDS (please specify):</b>  |                                     |                                     |  |
| <b>Supervisor/Delegate Name:</b>  |                                     | <b>Date:</b>                        |  |