

	<b>Australian National University</b>	<h1>Position Description</h1>
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<b>College/Division:</b>	College of Business and Economics
<b>Faculty/School/Centre:</b>	
<b>Position Title:</b>	Casual Sessional Academic

<p><b>PURPOSE STATEMENT:</b></p> <p>Casual sessional academics work as part of a team responsible for the delivery of undergraduate and postgraduate coursework teaching programs for the Research Schools within the College.</p> <p><b>KEY ACCOUNTABILITY AREAS:</b></p> <p><b>Position Dimension &amp; Relationships:</b></p> <p>Working under the supervision of course convenors, casual tutors and lecturers have a significant teaching role in the School. The Casual Sessional Academic will conduct tutorials/lectures, consult with students and mark assignments.</p> <p>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 <a href="#">here</a>.</p> <p><b>Role Statement:</b></p> <p>Under the general direction of a course convenor, a <b>Casual Sessional Academic</b> will:</p> <ol style="list-style-type: none"> <li>1. Prepare and deliver tutorial classes or lectures to undergraduate and/or postgraduate students as required, demonstrating deep knowledge of the subject matter of courses taught in the Research School.</li> <li>2. Provide associated non-contact duties in the nature of,             <ol style="list-style-type: none"> <li>a. preparation,</li> <li>b. student consultation,</li> <li>c. contemporaneous marking, or marking of course wide examinations, essays or other assessment tasks as required,</li> <li>d. attend tutors' meetings,</li> <li>e. relevant administration, with regard to emails and recording of marks.</li> </ol> </li> <li>3. Maintain the privacy and confidentiality of students' personal details and course work.</li> <li>4. Comply with all ANU policies and procedures and in particular those relating to work health and safety and equal opportunity</li> <li>5. Adhere to and model the CBE Values and Behaviours of Excellence, Robustness, Respect, Collegiality and Unity</li> </ol> <p><i>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.</i></p>
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<b>References:</b>
<a href="#">Academic Casual Sessional Rates</a>
<a href="#">Academic Minimum Standards</a>



# Pre-Employment Work Environment Report

## Position Details

<b>College/Div/Centre</b>	CBE	<b>Dept/School/Section</b>	RSA
<b>Position Title</b>	Casual Sessional	<b>Classification</b>	
<b>Position No.</b>		<b>Reference No.</b>	

In accordance with the Occupational Health and Safety Act 1991 the University has a duty of care to provide a safe workplace for all staff.

- This form must be completed by the supervisor of the advertised position and forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.
- This form is used to advise potential applicants of work environment issues prior to application.
- Once an applicant has been selected for the position consideration should be given to their inclusion on the University's Health Surveillance Program where appropriate – see [http://info.anu.edu.au/hr/OHS/\\_Health\\_Surveillance\\_Program/index.asp](http://info.anu.edu.au/hr/OHS/_Health_Surveillance_Program/index.asp) Enrolment on relevant OHS training courses should also be arranged – see [http://info.anu.edu.au/hr/Training\\_and\\_Development/OHS\\_Training/index.asp](http://info.anu.edu.au/hr/Training_and_Development/OHS_Training/index.asp)
- '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

- 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.

TASK	regular	occasional	TASK	regular	occasional
key boarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	laboratory work	<input type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	work at heights	<input type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
catering / food preparation	<input type="checkbox"/>	<input type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
fieldwork & travel	<input type="checkbox"/>	<input type="checkbox"/>	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<input type="checkbox"/>			
<b>NON-IONIZING RADIATION</b>			<b>IONIZING RADIATION</b>		
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"/>			
<b>CHEMICALS</b>			<b>BIOLOGICAL MATERIALS</b>		
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>					

<b>Supervisor's Signature:</b>		<b>Print Name:</b>		<b>Date:</b>	
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