



<b>College/Division:</b>	ANU College of Arts and Social Science (CASS)
<b>Faculty/School/Centre:</b>	Research School of Humanities and the Arts (RSHA)
<b>Department/Unit:</b>	School of Literature, Languages and Linguistics (SLLL)
<b>Position Title:</b>	Associate Lecturer in Italian
<b>Classification:</b>	Academic Level A
<b>Position No:</b>	
<b>Responsible to:</b>	Head of European Languages
<b>Number of positions that report to this role:</b>	0
<b>Delegation(s) Assigned:</b>	NIL

## PURPOSE STATEMENT:

The Italian program, housed in the School of Literature, Languages and Linguistics, is part of the dynamic area of Modern European Languages. Expertise in Modern European Languages covers six languages and cultures, and a wide range of areas, including Linguistics, Literature and History. We seek to appoint an education-focused Associate Lecturer in Italian, who has a track record in any area of Italian Studies, and who demonstrates a strong capacity to undertake excellent and innovative undergraduate teaching.

A Level A Academic is expected to make contributions to the teaching effort of the institution, particularly at undergraduate and graduate diploma level and to carry out activities to develop his/her scholarly, research and/or professional expertise relevant to the profession or discipline.

## KEY ACCOUNTABILITY AREAS:

### Position Dimension & Relationships:

The Academic will be expected to work collegially with other members of the School of Literature, Languages and Linguistics, both professional and academic staff, and within the ANU community. The appointee will be required to actively contribute to undergraduate teaching. Specifically the position will be required to teach into and convene Italian language and culture courses, with guidance from an experienced senior colleagues.

### Role Statement:

Specific duties required of a Level A Academic may include:

- The preparation and delivery of tutorials, lectures, practical classes, demonstrations, workshops, seminars, student field excursions, provided that skills and experience demonstrate this capacity;
- The conduct of research (whether in Italian Studies or in relation to education/pedagogy);
- Involvement in professional activity;
- Consultation with students;
- Marking and assessment primarily connected with subjects in which the academic teaches;
- Development of subject material with appropriate guidance from the subject or course coordinator, including the production of teaching materials for students;
- Some administrative functions primarily connected with subjects in which the academic teaches;
- Acting as subject coordinators provided that skills and experience demonstrate this capacity;
- Attendance at departmental and/or faculty meetings and/or membership of a limited number of committees;
- A Level A academic will not be required to teach primarily in subjects that are offered only at Masters level or above;
- Level A academic shall work with support and direction from academic staff classified at Level B and above and with an increasing degree of autonomy as the academic gains in skill and experience;

- Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity
- Other duties as allocated by the supervisor or the Vice-Chancellor consistent with the classification of the position.

### Skill Base

A **Level A Academic** will normally have completed four years of tertiary study in the relevant discipline and/or have equivalent qualifications and/or professional experience.

In many cases a position at this level will require an honours degree or higher qualifications, an extended Professional degree, or a three-year degree with a postgraduate diploma.

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

### SELECTION CRITERIA:

1. Hold a Masters Degree, or hold/working towards a PhD in Italian studies or a discipline relevant to SLLL.
2. Demonstrated experience in successfully coordinating and teaching Italian language and culture courses at all levels.
3. Demonstrated track record and capacity to undertake research – either in area of expertise or in relation to education/pedagogy – relative to opportunity.
4. Evidence of high-quality teaching including expertise in and willingness to apply pedagogical and technological innovation in language teaching and learning.
5. Capacity to undertake effective administration at the School and College level.
6. Demonstrated ability to communicate and interact effectively with a variety of staff and students and the proven ability to promote, develop and maintain strong collaborative relationships.
7. Demonstrated ability to foster inclusive, respectful and productive working relationships with staff, students and colleagues at all levels.
8. Native or near-native competence in Italian and English.
9. A demonstrated understanding of 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.*

**Supervisor/Delegate Name:**

**Date:**

### References:

[Academic Minimum Standards](#)



# Pre-Employment Work Environment Report

## Position Details

College/Div/Centre	CASS/ RSHA	Dept/School/Section	SLLL
Position Title	Associate Lecturer in Italian	Classification	Academic Level A
Position No.		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>					
<b>TASK</b>	<b>regular</b>	<b>occasional</b>	<b>TASK</b>	<b>regular</b>	<b>occasional</b>
key boarding	<input checked="" type="checkbox"/>	<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"/>	<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/Delegate Name:</b>			<b>Date:</b>		