

## Casual Lecturers, Tutors and Markers

School of Computing and Mathematics

Faculty of Business, Justice and Behavioural Sciences

Delegation Band	<a href="#">Delegations and Authorisations Policy (see Section 3)</a>
Nature of Employment	Casual
Workplace Agreement	<a href="#">Charles Sturt University Enterprise Agreement</a>
Date Last Reviewed	March 2019

### Our University Values



### Our Core Competencies

Charles Sturt University (CSU) staff are expected to demonstrate the following competencies:

#### ***Set Direction and Deliver Results***

- Creating and innovating.
- Delivering results and meeting customer expectations.
- Entrepreneurial and commercial thinking.

#### ***Collaborate with Impact***

- Relating and networking.
- Working with people.
- Persuading and influencing.

#### ***Lead Self and Others***

- Adhering to principles and values.
- Deciding and initiating action.
- Adapting and responding to change.

## Organisational Environment

**The Faculty of Business, Justice and Behavioural Sciences** covers a diverse range of disciplines and is comprised of 6 Schools, 1 Centre and CSU Engineering – the School of Accounting and Finance, School of Computing and Mathematics, School of Management and Marketing, School of Policing Studies, Australian Graduate School of Policing and Security, School of Psychology, Centre for Customs and Excise Studies and CSU Engineering.

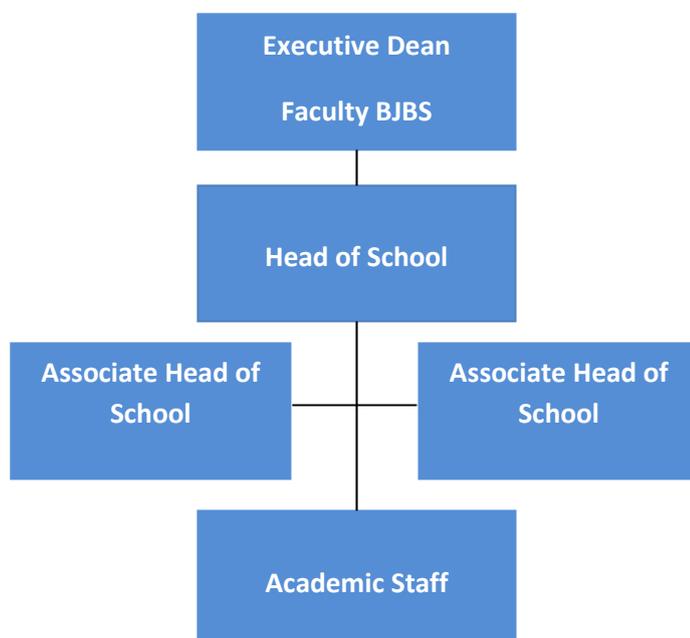
Our Faculty are leaders in their fields of teaching and research and combine significant professional experience with academic expertise. Our schools continue to grow through close collaboration and consultation with private industry, regulators, professional bodies, community engagement, partnerships and global networks.

**The School of Computing and Mathematics** has a diverse range of staff who work together in the pursuit of excellence in teaching, research and community engagement. The School offers courses in information technology, computer science, cloud computing, cyber security, network administration, games programming, mathematics and statistics, in both on-campus and online modes. Since 2008, the School has been the largest provider of domestic postgraduate IT education and since 2015, the largest provider of onshore international postgraduate IT education in Australia.

The focus of research in the School is on applied research in Computing Science, Artificial Intelligence, Data Mining, e-Health, Image Processing, Cyber Security, Applied Mathematics and Statistics which benefit the communities in our region. Our research staff have obtained nationally competitive grants from the Australian Research Council (ARC) as well as industry and government agencies such as a recent CRC in cyber security area. Research in the area of Artificial Intelligence and Image Processing at CSU received a rating of world class in the *ERA 2015* evaluation.

For further information visit <http://bjbs.csu.edu.au/schools/computing-and-mathematics>

## Organisational Chart



## Reporting Relationships

- This position reports to: Head, School of Computing and Mathematics
- This position supervises: Nil

## Key Working Relationships

- Head of School
- Associate Head of School
- Course Director
- Discipline Lead
- Faculty and School Staff

## Position Overview

Casual/ Sessional Academics will teach computing subjects to on-campus and online students (on and offshore) at undergraduate or postgraduate levels. Casual/ Sessional Academics will be expected to actively contribute to the leadership of teaching and learning, scholarship and professional engagement within the School. You are also expected to demonstrate excellence in both student engagement and community relations, as appropriate to the position.

## Principal Responsibilities

1. Teach subjects in the computing programs and other relevant programs as required;
2. Apply CSU learning and teaching methodologies, processes, technologies and tools to deliver high quality student-centred learning opportunities in the relevant discipline and as required to meet the teaching needs of the University;
3. Achieve excellence in teaching in a range of delivery modes, which may include face to face and online teaching and assessment;
4. Provide discipline input to course and subject design in the area of computing;
5. Provide management, as appropriate, in the coordination and delivery of subjects. This may include coordinating subject delivery across multiple campuses;
6. Effectively liaise with staff across the University and with partners to ensure high quality subject delivery;
7. Build strong professional relationships with students and provide timely and appropriate consultation and feedback;
8. Contribute to the governance, marketing and promotion, and administrative activities to facilitate the work of the School and wider University;
9. Support and liaise with the relevant course director(s) for any course and student related matters.
10. Other duties appropriate to the classification as required.

## Capabilities

1. Well-developed skills in the computing area;
2. A proven ability to engage with a wide range of students, staff, community members and representatives from the computing industry;
3. Excellent oral and written communication and teaching skills.

## Physical Requirements

1. Physically able to sit for an extended period of time to perform reading, writing and computing related activities, including keyboard and mouse operations;

## **Information for Prospective Staff**

### **Your Application**

E-recruitment is the method by which CSU manages its recruitment processes and it is preferred that all applications be lodged using this method. Please refer to [www.csu.edu.au/jobs/](http://www.csu.edu.au/jobs/).

If intending applicants are unable to access this website, please contact the HR Service Centre on 02 6338 4884.

### **Staff Benefits**

CSU is committed to providing an employment environment that fosters teamwork, innovation, reflective practice, continual learning, knowledge sharing and opportunities for staff to achieve their full potential. CSU is committed to providing a flexible working environment that encourages employees to live a balanced lifestyle, combining work and family responsibilities.

To find out more: <http://www.csu.edu.au/jobs/working-with-us/benefits-and-rewards>.

### **Essential Information for Staff**

- All employees have an obligation to comply with all the University's workplace health & safety policies, procedures and instructions and not place at risk the health and safety of any other person in the workplace;
- All employees are required to be aware of and demonstrate a commitment to the principles of equal opportunity in the workplace;
- All employees are to ensure the creation and maintenance of full and accurate records of official University business adheres to the University's Records Management Policies; and
- All employees are expected to undertake an induction program on commencement.

Further information regarding the policy and procedures applicable to Occupational Health and Safety and Equal Opportunity can be found on the CSU website <http://www.csu.edu.au/division/hr/>.

Further information regarding the policies and procedures of CSU can be found in the CSU Policy Library at: <https://www.csu.edu.au/about/policy>.

The following links are listed from [CSU Policy Library](#) on relevant specific policies:

- [Code of Conduct](#)
- [Staff Generic Responsibilities Policy](#)
- [Delegations and Authorisations Policy](#)
- [Outside Professional Activities Policy](#)
- [Intellectual Property Policy](#)