Charles Sturt University

POSITION DESCRIPTION

Senior Lecturer in Information Studies

School of Information Studies
Faculty of Arts and Education

Classification	Level C
Delegation Band	Delegations and Authorisations Policy (see Section 3)
Nature of Employment	Continuing Teaching and Research
Workplace Agreement	Charles Sturt University Enterprise Agreement
Date Last Reviewed	10 May 2018

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.

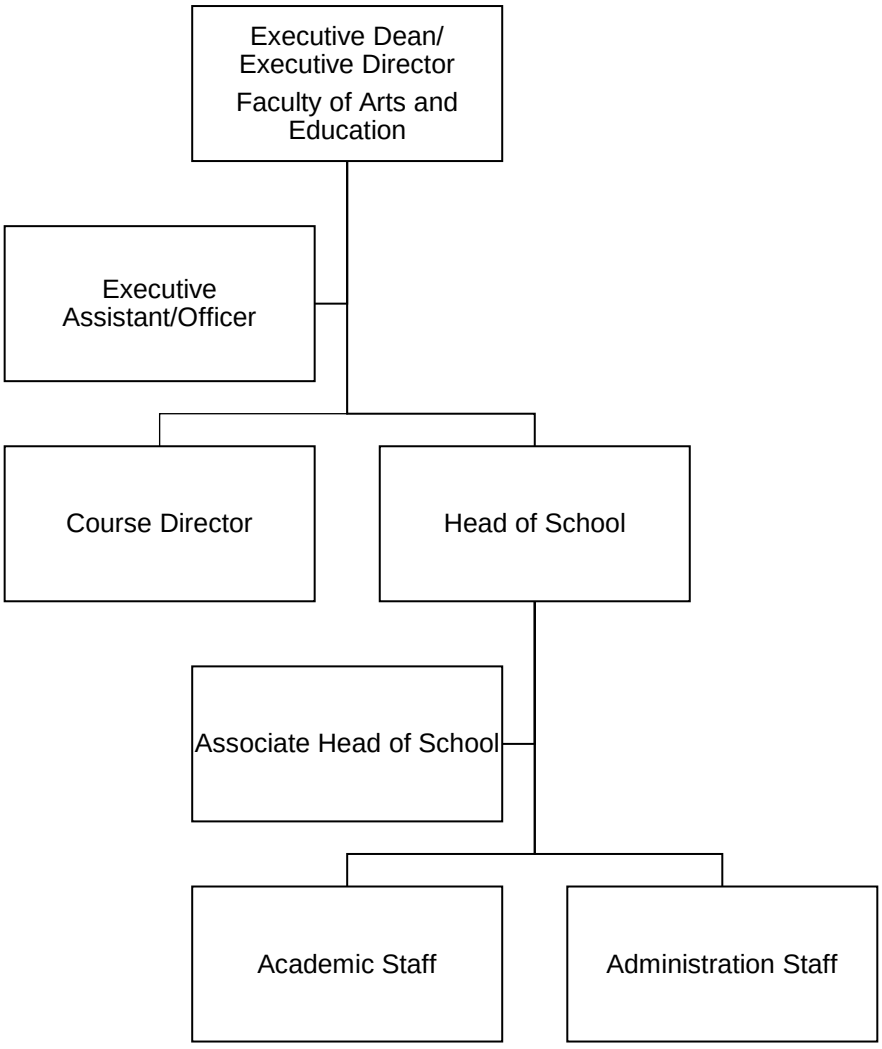
Lead Self and Others
- Adhering to principles and values.
- Deciding and initiating action.
- Adapting and responding to change.

School of Information Studies

The Faculty of Arts and Education is a newly created Faculty at Charles Sturt University. It builds on the strengths of the previous Faculties of Education and Arts and has significant opportunities to realise new learning and community engagement synergies. The Faculty is comprised of seven Schools and one Centre. It includes the School of Information Studies, School of Indigenous Australian Studies, School of Education, School of Teacher Education, School of Humanities and Social Sciences, School of Communication and Creative Industries, School of Theology and the Centre for Islamic Studies and Civilisation. With over 9000 online and 3000 internal students, the Faculty is an innovator in online and blended learning modes, across its on-campus and online courses.

As part of CSU's Faculty of Arts and Education, the School of Information Studies is Australia's largest provider of online education for the information professions. The School offers highly regarded, industry focused postgraduate and undergraduate courses including a Bachelor and Master of Information Studies, and Master of Education courses, including Teacher Librarianship and Knowledge Networks & Digital Innovation, as well as a successful PhD program. Where appropriate courses are accredited by the Australian Library and Information Association, the Australian Society of Archivists and the Records and Information Management Association of Australasia. The School offers a dynamic and enthusiastic academic environment balancing teaching and research.

Organisational Chart



Reporting Relationships

This position reports to: Head, School of Information Studies

This position supervises: Nil

Key Working Relationships

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

Position Overview

The Senior Lecturer in Information Studies will actively engage in teaching, research and curriculum development in the School of Information Studies. The appointee will be responsible for teaching in one of the core areas of information studies, for example information literacy, collections, digital preservation. The appointee will participate in administration and ongoing curriculum development and progress an active research or scholarship profile that aligns with the direction of both the University and School. Occasional domestic travel is required as part of this position.

Principal Responsibilities

1. Make a significant contribution to the development, implementation and promotion of CSU online learning and teaching methodologies, processes, technologies and tools to deliver and lead high quality student centred learning opportunities in the relevant discipline and as required to meet the teaching needs of the University. Achieve excellence in teaching in a range of delivery modes;

2. Supervision of Research Higher Degree students;

3. Build strong professional relationships with students and provide timely and appropriate consultation and feedback;

4. Contribute significantly to collaborative processes to design, deliver and continually improve high quality subjects and courses and learning experiences for students including the giving and receiving of constructive feedback;

5. Provide leadership and management, as appropriate, in the convening, coordination and delivery of subjects and/or courses. This may include coordinating and/or leading other staff including casual academic staff;

6. Provide mentoring and coaching to support the academic development of colleagues;

7. Establish and maintain strategic relationships and networks with a range of stakeholders including community, government and industry/professional bodies;

8. Provide leadership and manage small research teams which contributes to the development of the profession, discipline and/or community;

9. Conduct ethical, high quality research/creative works to his/her discipline at a national level through scholarship, publication and presentation;

10. Develop and execute a research plan which aligns with CSU's Research Plan and objectives including pursuing funding opportunities and maintaining up-to-date research records within CSU's research database; Identify and create opportunities for collaborative research projects with internal and external researchers and stakeholders;

11. Provide leadership and foster partnerships with the professions that bring direct benefit to the strategic work of the university, in terms of teaching, workplace learning, course profile and/or areas of research strength;

12. Other duties appropriate to the classification as required.

Capabilities

1. A proven ability to engage with a wide range of students, staff, community members and representatives from the library and information management community.

2. Well-developed knowledge and skills in library and studies

3. Excellent oral and written communication and teaching skills.

Physical Capabilities

- Sitting for long periods at a computer desk performing administrative tasks including typing, reading and marking
- On occasion drive a university vehicle distances up to 500kms per day within the terms of the University's Driving Hours Guidelines and Policy available at https://policy.csu.edu.au/document/view-current.php?id=184.

Selection Criteria

Applicants are expected to address the selection criteria when applying for this position.

Essential

1. A doctoral qualification in information studies or a related discipline or equivalent accreditation and professional standing;

2. A record of significant achievement relevant to library and information studies, and at a national level, in the scholarship of teaching and/or research/creative works;

3. Evidence of, and a demonstrated commitment to, the delivery of high quality student centred learning and teaching in a tertiary environment or equivalent;

4. Demonstrated ability to provide effective leadership in an academic setting;

5. Demonstrated high level written and oral communication and interpersonal skills including negotiating, presenting, active listening and the giving and receiving of constructive feedback;

6. Demonstrated high level analytical, critical thinking and problem solving skills;

7. Demonstrated ability to build strong partnerships, networks and relationships to achieve personal and team objectives;

8. Demonstrated capacity to work both collaboratively and independently and to lead in a large complex academic setting with an outcome orientated focus;

9. Demonstrated commitment to applying culturally respectful, inclusive and safe practices in the workplace;

10. Demonstrated capacity to utilise and embrace current and emerging technologies to achieve work objectives;

11. Demonstrated capacity to teach in one of the core areas of information studies, for example information literacy, collections, digital preservation.

Desirable

1. Capacity to teach in the online environment;

2. Membership of, or membership eligibility for, an appropriate professional organisation (e.g. ALIA);

3. Active involvement in the library or information professions

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/.

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 Workplace, 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