

# POSITION DESCRIPTION



## POSITION INFORMATION

POSITION TITLE:	Lecturer or Senior Lecturer
WORK AREA POSITION CODE:	<i>(To be allocated by Human Resources)</i>
FUNCTIONAL UNIT:	School of Science
FACULTY/ORGANISATIONAL UNIT:	Faculty of Health Science
CAMPUS/LOCATION:	North Sydney
NOMINATED SUPERVISOR (TITLE):	National Head of School, School of Science or delegate
CLASSIFICATION/LEVEL:	Academic Level B (Lecturer) Academic Level C (Senior Lecturer)  Level of appointment is subject to qualifications and experience.
EMPLOYMENT TYPE:	Full-time, Continuing  A period of probation may be attached to this position.
REMUNERATION & BENEFITS:	A wide range of benefits are provided to staff. These include generous leave options; flexible working arrangements; comprehensive professional development programs; salary packaging benefits as a rebateable employer; reward and recognition programs and a range of wellbeing options.
SUPERANNUATION:	The University will contribute an amount equivalent to 9.25% or 17% of gross annual salary to superannuation dependent on salary level, length of appointment or age.
DATE DEVELOPED/ REVIEWED:	September 2016

## AUSTRALIAN CATHOLIC UNIVERSITY

### ***Mission Statement:***

***Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.***

Australian Catholic University (ACU) is both a Catholic University and a public institution within the Australian higher education sector. ACU is an inclusive community which welcomes students and staff of all beliefs. The University is committed to a strong Catholic ethos and seeks to foster and promote teaching and learning, research and scholarship, and community engagement in the Christian tradition. As valued members of our community, all staff members are expected to have an understanding of ACU's [Mission](#) and values and to demonstrate an active contribution to them.

The University shares with universities worldwide a commitment to quality in teaching, research and service. It aspires to be a community characterised by free enquiry and academic integrity.

The University chooses to focus on areas of teaching and research that are closely connected with its particular character as a University that is, Catholic, public and national. The focus areas are Theology and Philosophy, Health, Education and, the Common Good and Social Justice.

ACU has over 2,000 staff supporting more than 30,000 students across seven campuses – Adelaide, Ballarat, Brisbane, Canberra, Melbourne, North Sydney and Strathfield.

The structure to support this complex and national University consists of:

1. Provost
2. Deputy Vice-Chancellor Research
3. Deputy Vice-Chancellor Students, Learning and Teaching
4. Chief Operating Officer

Each portfolio consists of a number of Schools, Directorates or Institutes;

5. Five Associate-Vice-Chancellors or Campus Deans that focus on the University's local presence and development of the University at the local 'campus' level; and
6. A Directorate of Identity and Mission that drives both the Identity and the [Mission](#) of the University and includes a number of Institutes and Directorates.

The University pursues performance excellence and offers an environment where staff are valued and rewarded. Staff are expected to demonstrate a commitment to continuous improvement and to participate fully in resolving issues to achieve and maintain quality standards relevant to role. Further information about a career with ACU is available at [www.acu.edu.au](http://www.acu.edu.au)

### **School of Science**

The School of Science is a national school, operating on each campus of the University. The School provides service teaching to the health professional schools of the Faculty and hosts a Bachelor of Biomedical Science and a Bachelor of Science.

## POSITION PURPOSE

This is a teaching focused position to teach microbiology and biotechnology in science undergraduate courses. An interest in science that extends beyond human health and disease, for example the application of biotechnology solutions to environmental issues will be highly regarded. The position holder will undertake scholarship of teaching; contribute to curriculum development and administration of units and courses and the general work of the School.

## POSITION RESPONSIBILITIES

- To deliver large and small group teaching of microbiology and biotechnology content, including the conduct of lectures, tutorials and practical classes
- To design appropriate projects and to supervise honours students to completion
- To undertake scholarship in the area of science teaching and implement continuous improvement principles in teaching
- To contribute to curriculum development, implementation and review.
- To undertake appropriate administrative duties related to unit and course administration.
- To teach undergraduate and postgraduate levels as appropriate, including contributing to the core curriculum.

## LEADERSHIP COMPETENCIES for an Academic Level C appointment

### Preserves our Essential Character

Displays Integrity	Delivers Excellence	Demonstrates Interpersonal Understanding
<p>Demonstrates confidence and courage in achieving ACU's Mission, Philosophy and Values.</p> <p><input checked="" type="checkbox"/> 1. Acts in a manner consistent with ACU Mission, Philosophy and Values</p> <p>1. Acts on ACU Values even when it is hard to do</p> <p><input type="checkbox"/> 3. Acts on ACU Values even when significant cost or risk is associated with doing so</p> <p><input type="checkbox"/> 4. Creates an environment that nurtures integrity in others and the achievement of ACU's Mission, Philosophy and Values</p>	<p>Takes personal accountability for achieving high quality outcomes.</p> <p><input checked="" type="checkbox"/> 1. Takes accountability for delivering results</p> <p>2. Acts to make incremental improvements</p> <p>3. Sets and works towards stretch goals</p> <p>4. Takes calculated risks</p>	<p>Actively listens to understand others' thoughts, feelings and concerns.</p> <p><input checked="" type="checkbox"/> 1. Listens and responds appropriately to others</p> <p>2. Shows genuine interest in others</p> <p>3. Understands and anticipates others' emotions</p> <p>4. Develops a deep understanding of others</p>

### Works Collaboratively

Works in Teams	Leads and Develops Others	Influences Effectively
<p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>

<p>Sees the benefit of collaboration and works cooperatively across ACU to deliver shared goals.</p> <ol style="list-style-type: none"> <li>1. Co-operates</li> <li>2. Seeks input</li> <li>3. Collaborates</li> </ol>	<p>Energises and develops ACU staff. Creates a climate in which our staff want to do their best.</p> <ol style="list-style-type: none"> <li>1. Provides clarity</li> <li>2. Enables the team to function effectively</li> <li>3. Engages and empowers the team</li> </ol>	<p>Gains the support of others for courses of action that benefit the University.</p> <ol style="list-style-type: none"> <li>1. Communicates based on facts and logic</li> <li>2. Tailors approach to the audience or situation</li> <li>3. Influences others using appropriate communication</li> </ol>
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<input type="checkbox"/>	4. Builds a collaborative environment	4. Communicates a compelling vision and sense of purpose	strategies 4. Uses complex influencing strategies
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### Leads our Future Success

Displays Business Acumen	Demonstrates Confidence	Leads Change
<p>Recognises that ACU is a business and seizes opportunities to improve the commercial viability of the University.</p> <ol style="list-style-type: none"> <li>1. Understands the importance of commercial success</li> <li>2. Demonstrates some awareness of commercial implications</li> <li>3. Focuses on commercial outcomes</li> <li>4. Creates new commercial opportunities for ACU</li> </ol>	<p>Displays the inner confidence to take risks and make timely and effective decisions. Shows confidence in own judgment and actions.</p> <p>✕</p> <ol style="list-style-type: none"> <li>1. Acts confidently</li> <li>2. Displays self-belief</li> <li>3. Stands up for own views</li> <li>4. Shows great courage</li> </ol>	<p>Displays openness and resilience to change, inspires others to change and acts to make change happen.</p> <p>✕</p> <ol style="list-style-type: none"> <li>1. Accepts and understands change</li> <li>2. Adapts working practices</li> <li>3. Advocates for change</li> <li>4. Prepares the ground for change</li> </ol>

## **SKILLS, KNOWLEDGE AND EXPERIENCE (SELECTION CRITERIA)**

### **Essential**

1. PhD degree in a science discipline or related relevant fields.
2. Research experience and skills in one or more of molecular biology, genetics, microbiology, aquatic systems.
3. Demonstrated excellence in teaching tertiary students in relevant subject areas in theoretical and/or practical classes, for undergraduate coursework students and supervision of 'honours' students; including evidence of a student centered approach, particularly for groups of students with a range of abilities and from diverse backgrounds.
4. Evidence of successful use of a range of learning and teaching strategies including experience with blended teaching modes and new technologies to achieve excellent learning outcomes, especially for large student cohorts; and expertise in current academic computing applications and learning management systems
5. Evidence of experience in scholarship of teaching
6. Demonstrated evidence of an understanding of the nexus between teaching and research in the approaches to teaching and learning, and to research and scholarship.
7. Experience in the development and review of curriculum.
8. Experience in highly effective academic administration of units and courses that supports and enhances the student experience and willingness to contribute to administration of the School.
9. Demonstrated high standards in written, oral and interpersonal communication skills
10. Demonstrated ability to work both independently and collaboratively, and to build and maintain positive relationships in an academic team within the School and University community to deliver shared goals
11. Demonstrate a commitment to working in an environment of performance excellence, guided by ACU's [Service Principles](#), demonstrated ability to deliver excellence, taking personal accountability for achieving high quality outcomes
12. Demonstrate an awareness of the University's Mission and Catholic ethos and an understanding of how this role serves the Mission; and demonstrate commitment to cultural diversity and ethical practice principles, and knowledge of equal opportunity and workplace health and safety, appropriate to the level of appointment

### **Desirable**

1. demonstrated experience applying biotechnology to a range of issues including human health and disease and environmental issues
2. research interests aligned with those of the School
3. previous experience designing, organising and conducting field trips for students

A Level B academic will undertake independent teaching and research in his or her 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 his or her profession or discipline. He or she will normally undertake administration primarily relating to his or her 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.

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. They 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.