

## POSITION DESCRIPTION – ACADEMIC

### POSITION INFORMATION

<b>Position Title</b>	Associate Professor		
<b>Faculty</b>	Faculty of Law and Business		
<b>School</b>	Peter Faber Business School		
<b>Nominated Supervisor</b>	Associate Professor Nasir Butrous	<b>Campus/Location</b>	North Sydney
<b>Academic Level</b>	Academic Level D	<b>Academic Career Pathway</b>	Teaching and Research
<b>CDF Achievement Level</b>	1 All Staff	<b>Work Area Position Code</b>	#HR to assign
<b>Employment Type</b>	Full-time Continuing	<b>Date reviewed</b>	May 2018

### ABOUT 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.*

At ACU we pride ourselves on offering a welcoming environment for everyone. At the same time, we are a university committed to standing for something clear. We stand up for people in need and causes that matter. ACU's Mission is central to the University, and informs every area – integrating the dignity of the human person, the common good, and ethical and social justice considerations into our core activities of student learning and teaching, research and service.

We are a publicly-funded university which has grown rapidly over the past few years. We're young, but we are making our mark: ranking among the top universities worldwide. We have got seven campuses around Australia, more than 200 partner universities on six continents, and a campus in Rome, Italy.

We know that our people make us a university like no other. It's your values, action and passion that makes the difference. Whatever role you may play in our organisation: it's what you do that defines who we are.

We value staff, offering excellent leave and employment conditions, and foster work environments where they have the ability grow and develop. We continue to invest in our facilities and workplaces, and actively involve staff in shaping the future direction of the organisation.

In order to be agents of change in the world, we all need to see life through the eyes of others. We believe that our role as a university is to inspire and equip people to make a difference – and that means cultivating their ability to act and think empathetically.

We hope that you might champion these values, and work with us to create a place of learning that is not only the envy of the world, but the making of it.

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

- Provost
- Chief Operating Officer & Deputy Vice-Chancellor
- Deputy Vice-Chancellor, Research
- Deputy Vice-Chancellor, Students, Learning and Teaching

- Vice President
- Pro Vice-Chancellor Assisting the Vice-Chancellor and President

Each portfolio consists of a number of Faculties, Research Institutes or Directorates. The Vice President drives both the Identity and the [Mission](#) of the University. In addition, five Associate Vice-Chancellors and Campus Deans focus on the University's local presence and development of the University at the local 'campus' level.

## **ABOUT THE FACULTY LAW AND BUSINESS**

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The Faculty of Law and Business was established on 1 January 2014 following the merger of the former Faculty of Business and Thomas More Law Academy.

Consisting of two key schools, the Peter Faber Business School and the Thomas More Law School, the Faculty provides both undergraduate and postgraduate degree programs across a range of business disciplines and law.

The Faculty is staffed by a dedicated, nationally and internationally recognised team of academics whose teaching is supported by their active involvement in relevant industries, professional associations or links to eminent international business and law schools. Teaching staff have an established research record with a commitment to conducting research in innovative and demand-driven areas.

Students are valued as individuals and teaching staff are directly involved with students' academic development. The Faculty aims to equip our graduates with the necessary skills to become leaders, not only in their chosen profession, but in the community. We emphasise the ethical, social and environmental duties of the modern business leader and lawyer, with all our courses having a strong practical component through community engagement, pro bono work and internships.

## **ABOUT THE PETER FABER BUSINESS SCHOOL**

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Named after St Peter Faber SJ, the School's mission is to develop reflective business leaders and independent learners who are global in their outlook, ethical in their actions and practical in the application of their professional skills.

The School operates over four campuses (Brisbane, Melbourne, North Sydney and Strathfield) and offers a range of undergraduate and postgraduate programs. All programs are underpinned by the principles of Catholic Social Teaching and the UN Principles of Responsible Management Education. All undergraduate students are required to undertake a unit in community engagement which involves them working directly with not for profit and community organisations.

The School's major undergraduate degree is the Bachelor of Commerce which offers majors in accounting, finance, human resource management, management and marketing. Students may also undertake a variety of minors from within the business disciplines or across faculties.

Other undergraduate degrees offered are the Bachelor of Business Administration, Bachelor of IT and Bachelor of Accounting and Finance. The School also offers a range of dual degrees which combine business with other fields of study such as nursing, exercise science and global studies.

At the postgraduate level the School offers a Master of Business Administration (Executive) across all campuses as well as the Master of Professional Accounting, Master of Finance, Master of IT, Master of Commerce and Master of Business Administration across selected campuses.

The Peter Faber Business School also benefits from an emerging research reputation in the Management arena (FoR 1503), which attracted a 'world leading' quality assessment in the 2015 Excellence in Research for Australia (ERA) exercise. Sustainable Human Resource Management and Employee Well-being serve as thematic research foci, further supported by the recent launch of the Centre for Sustainable HRM & Well-being. Closely aligned with ACU's mission in the pursuit of

knowledge, the dignity of the human person and the common good, members of the Centre explore scholarly themes in the Human Resource Management and Organisational Behaviour domains through the lens of cultural, social, psychological and ethical enquiry. Consistent with ACU's research intensification strategy, Centre members publish their works in some of the world's leading Management journals, including Human Resource Management (US), Journal of Management, Journal of Vocational Behaviour, Human Relations, and the British Journal of Management.

## POSITION PURPOSE

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The purpose of this position is to join the informatics discipline at ACU and innovate through strategic industry led leadership that has business focus. A key responsibility of the position will be to lead staff in the accreditation of the new, revised informatics program with the Australian Computer Society.

The Associate Professor is expected to collaborate with colleagues across campuses taking on, where appropriate, the role of Discipline Chair of Informatics to ensure quality learning and teaching outcomes as well as undertake administration and leadership duties appropriate to the role. It is expected that the Associate Professor would actively contribute the scholarship of teaching and learning consistent with the Learning for Life agenda including presenting papers and publishing as appropriate.

The position is classified as teaching and research focused and the successful candidate is expected to actively contribute to the administration and leadership of the School and Faculty as well as contribute to the effective teaching and delivery of undergraduate and postgraduate courses in informatics. In particular the Associate Professor is expected to embed work skills and contemporary industry practices into the program.

This position is located on the Sydney (McKillop) campus and reports directly to the Deputy Head of School (Business).

## POSITION RESPONSIBILITIES

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### Introduction

A number of frameworks and standards express the University's expectations of the conduct, capability, participation and contribution of staff. These are listed below:

- ACU Strategic Plan 2015-2020
- Catholic Identity and Mission
- Learning For Life Framework 2014-2017
- ACU Teaching Criteria and Standards Framework
- Research Quality Standards
- Academic Performance Matrices and Evidence Framework
- ACU Capability Development Framework
- Minimum Standards for Academic Levels (MSALs)
- Higher Education Standards Framework
- ACU Service Delivery Model
- ACU Staff Enterprise Agreement including provisions in relation to Performance Excellence and Academic Career Pathways.

The following two frameworks in particular are important in understanding the expectations of an academic position and the required qualifications and capability of a position holder:

- The [Academic Performance Matrices and Evidence Framework](#) which describes the performance standards in areas of academic activity.
- The [Capability Development Framework](#) which describes the core competencies needed in all ACU staff to achieve the University's strategy and supports its mission.

All academic staff are allocated workload comprising a range of academic duties/activities that fall within the following three broad areas of academic activity in line with the relevant Academic Career Pathway and Academic Level.

- Teaching, Curriculum Development and Scholarship of Teaching
- Research
- Academic leadership/service.

### Key responsibilities

Broad area of academic activity	Key responsibilities specific to this position	Relevant Core Competencies ( <a href="#">Capability Development Framework</a> )
<b>Teaching, curriculum development and scholarship of teaching</b>	<ul style="list-style-type: none"> <li>• Teach undergraduate and postgraduate units online, face to face and in mixed mode delivery</li> <li>• Lead staff to investigate knowledge of contemporary IT/IS practices</li> <li>• Lead curriculum development and review of informatics</li> <li>• Engage staff in innovative learning and teaching practices relevant to business studies</li> </ul>	<ul style="list-style-type: none"> <li>• Deliver stakeholder centric service</li> <li>• Communicate with impact</li> <li>• Coach and develop</li> </ul>
<b>Research</b>	<ul style="list-style-type: none"> <li>• Contribute to the research intensification strategy of the University through publications in high quality research outlets and attraction of research and/or industry funding</li> </ul>	<ul style="list-style-type: none"> <li>• Collaborate effectively</li> <li>• Be responsible and accountable for achieving excellence</li> </ul>
<b>Academic Leadership and Service</b>	<ul style="list-style-type: none"> <li>• Develop links between the School and industry partners</li> <li>• Provide course coordination and leadership in the Informatics area</li> <li>• Maintain engagement with the Australian Computer Society (ACS) including ongoing quality assurance to ensure ACS accreditation</li> <li>• Represent the School internally and externally as requested</li> </ul>	<ul style="list-style-type: none"> <li>• Adapt and lead change</li> <li>• Deliver stakeholder centric service</li> </ul>

### QUALIFICATIONS AND CAPABILITY OF THE POSITION HOLDER

This section sets out the qualifications, skills, knowledge, experience and competencies expected of the position holder, collectively referred to as 'qualifications and capability'. These are informed by the evidence and performance standards for the relevant Academic Level and Academic Career Pathway and Academic Level drawn from the [Academic Performance Matrices and Evidence Framework](#) and the Core Competencies set out in the [Capability Development Framework](#).

Opportunities to develop capability are provided through the development programs coordinated by internal providers of professional development. See the [Training and Development website](#) for more information.

Qualifications and Capability		Selection Criteria?
<b>Qualifications and other credentials</b>		
1.	PhD in Information Technology or Information Systems	Yes
2.	Membership of the Australian Computer Society or equivalent	Yes
<b>Teaching, curriculum development and scholarship of teaching</b>		
3.	Leadership of high quality innovative teaching and effective curriculum design and development demonstrated by significant and strategically relevant contributions acknowledged at a national level and/or externally to the University	Yes
4.	Demonstrated leadership in supporting colleagues to develop high quality innovative teaching acknowledged at the university, disciplinary and/or national level.	Yes
5.	Leadership and/or mentoring that embeds the use of contemporary intelligent systems, e.g. Block Chain technology, current research, and industry practice in teaching and curriculum that: <ul style="list-style-type: none"> <li>• facilitates student engagement in research and industry practice</li> <li>• facilitates student workplace readiness</li> <li>• encourages inquiry-based learning and</li> <li>• develops student understanding of a research culture within the discipline.</li> </ul>	yes
<b>Research</b>		
6.	Established coherent program of quality discipline-based research including a sustained record of high quality outputs of research	Yes
7.	Developed engagement with the profession, government, industry and community via contracts for research and/or consultancy	Yes
<b>Academic leadership/service</b>		
8.	Significant and sustained contributions or leadership in relation to academic administration, research administration, quality improvement, risk management and/or governance which benefit the University	Yes
9.	Sustained effective performance and leadership in relation to strategically aligned external service and engagement activities relevant to discipline / profession / expertise.	Yes
<b>Core Competencies</b>		
10.	Live ACU's Mission, Vision and Values: Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values.	Yes
<b>Other attributes</b>		
11.	Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.	Yes