

## Position description

### Lecturer

<b>Department/Unit</b>	Department of Accounting
<b>Faculty/Division</b>	Faculty of Business and Economics Monash Business School
<b>Classification</b>	Level B
<b>Work location</b>	Clayton campus
<b>Date document created or updated</b>	August 2017

### Organisational context

Monash is a university of transformation, progress and optimism. Our people are critical to our success, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University, please visit [www.monash.edu](http://www.monash.edu)

The **Monash Business School** undertakes education, research, consultancy and community engagements across all the main business and economics disciplines. It offers a comprehensive selection of awards including bachelor degrees, specialist master degrees by coursework, the Master of Business Administration (MBA), masters by research, and the PhD. Student numbers exceed 14,000, making it one of the largest business education providers in Australia.

The Monash Business School operates across all four Australian campuses (Berwick, Caulfield, Clayton and Peninsula) and, together with business schools in South Africa and Malaysia, makes up Monash University's Faculty of Business and Economics.

The Monash Business School is structured into seven discipline-based departments (Accounting, Banking and Finance, Business Law and Taxation, Econometrics and Business Statistics, Economics, Management, and Marketing) as well as a number of research centres, units and groups in specialist areas such as behavioural economics, development economics, employment and work, and retail studies.

To learn more about the Monash Business School, please visit our website: [www.monash.edu/business](http://www.monash.edu/business)

The **Department of Accounting** is committed to the advancement of knowledge and preparation of future business leaders, accounting professionals and academics through high quality research, teaching and learning. Our strong reputation is based on our high-quality, leading-edge programs, vibrant research culture and our strong links with professional bodies and the business community. For more information about the Department and the work we do, please visit our website: <https://www.monash.edu/business/accounting>

### Position purpose

A Level B academic is expected to make significant contributions to the teaching effort of a department, school, faculty or other organisational unit or an interdisciplinary area. An academic at this level is expected to carry out activities to maintain and develop her/his scholarly, research and/or professional activities relevant to the profession or discipline.

**Reporting Line:** The position reports to the Head of Department, through the relevant performance manager

**Supervisory responsibilities:** This position may supervise Teaching Associates

**Financial delegation and/or budget responsibilities:** Not applicable

## Key responsibilities

Specific duties required of a Level B academic may include:

1. The preparation and conduct of lectures, seminars, tutorials, practical classes, demonstrations, workshops and/or student field excursions
2. The initiation and development of unit material with appropriate advice from and support of more senior staff
3. Supervision of major honours or postgraduate research projects
4. Supervision of the program of study of honours students and of postgraduate students engaged in course work
5. The conduct of research
6. Consultation with students
7. Broad administrative functions; the majority of which are connected with the units in which the academic teaches, such as setting assessment and marking
8. Attendance at departmental, school and/or faculty meetings and a major role in planning or committee work
9. Involvement in professional activity
10. Embrace and support the faculty's commitment to national and international accreditation (i.e., TEQSA, EQUIS, AACSB and AMBA)
11. Recognise and uphold the faculty's commitment to the principles and values promoted through PRME and GRI in all activities

## Key selection criteria

### Essential criteria

1. A Level B academic shall have qualifications and/or experience recognised by the university as appropriate for the relevant discipline area. In many cases a position at this level will require a doctoral or equivalent accreditation and standing. 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. In the Department of Accounting, a PhD in Accounting or a closely related discipline, is an essential criteria
2. Possess a high level of interpersonal skills and demonstrated ability to work independently and as part of a team across both the education and service sectors
3. Well-developed understanding and experience in Accounting Information Systems
4. Ability to work positively and cooperatively with students, internal and external teams and agencies
5. Demonstrated strong record of teaching experience in a tertiary environment
6. Demonstrated ability to stimulate, actively engage and educate a given audience
7. Proven ability, commitment and passion for engaging in scholarly and research activities
8. A demonstrated capacity to work in a collegiate manner with other staff in the workplace
9. Demonstrated statistical analysis and manuscript preparation skills; including a solid track record of refereed research publications

## Other job related information

- Travel (e.g., to other campuses of the University) may be required
- There may be peak periods of work during which the taking of leave may be restricted

## Legal compliance

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.