



**Australian  
National  
University**

## Position Description

College/Division:	ANU College of Science
Faculty/School/Centre:	Research School of Chemistry
Department/Unit:	Research School of Chemistry
Position Title:	Lecturer (Undergraduate Course Convener)
Classification:	<b>Academic Level B</b>
Position No:	18424
Responsible to:	Associate Director (Education)
Number of positions that report to this role:	n/a
Delegation(s) Assigned:	D6

### PURPOSE STATEMENT:

The Lecturer (Undergraduate Chemistry Convener) will contribute to the teaching efforts of the Research School of Chemistry (RSC), through convening the second and third year courses in the Chemistry undergraduate curriculum.

The Lecturer contributes to other undergraduate or postgraduate courses including developing, implementing and evaluating innovative approaches to student learning within the area of one's expertise, as well as to conduct research in relevant areas, including the scholarship of teaching and learning, and contribute appropriately to School, Faculty and University activities.

The Lecturer is also expected to undertake research that aligns with existing research strengths in the School and scholarship of teaching and learning, as appropriate.

### KEY ACCOUNTABILITY AREAS:

#### Position Dimension & Relationships:

The Lecturer (Undergraduate Chemistry Convener) will report to the Associate Director (Education), and work closely with the School Director, academic and professional staff members of the School. The Lecturer provides academic guidance and consultations to undergraduate and postgraduate students, and is expected to contribute to the overall intellectual life of the School, College and the University.

#### Role Statement:

Under the broad direction of the Associate Director (Education), specific duties required of a Level B Academic (Teaching and Research) may include:

1. Coordinate the second and third year chemistry courses offered by the School, with a focus on laboratory course development across all undergraduate year levels.
2. Make significant contribution to the teaching activities of the School at the undergraduate, Honours and postgraduate levels. This includes, but is not limited to, the preparation and delivery of lectures and tutorials, the preparation of online material, marking and assessment, consultations with students, acting as a subject convener (coordinator), the initiation and development of course/subject material and supervision and training of tutors and demonstrators.
3. Research, design and develop new approaches that enhance student learning, liaising closely with the other academic teaching staff.
4. Provide pastoral care and academic advice to students and participate in outreach and College level student initiatives and advice sessions.
5. Undertake independent research in an area that complements research within the School and/or scholarship of teaching and learning
6. Maintain and actively promote high academic standards in all education, research and administration endeavours.
7. Undertake independent research in the area that aligns with the School's research priorities, with a view to publishing original and innovative results in refereed journals, present research at academic seminars and at national and international conferences, and collaborate with other researchers at a national and/or international level.
8. Actively seek and secure external funding including the preparation and submission of research proposals to external funding bodies.

9. Supervision or co-supervision of undergraduate, Honours, and/or postgraduate students. Assist with supervision of research students.
10. Supervise less senior academic staff and research support staff in your research area. Oversee and assess student evaluation surveys and other evaluation exercises.
11. Actively contribute to all aspects of the operation of the School.
12. Assist in outreach activities including to prospective students, research institutes, industry, government, the media and the general public.
13. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.
14. Undertake other duties as consistent with the classification level of the position.

### Skill Base

A **Level B Academic** will normally have completed a doctoral qualification and or have equivalent qualifications or research experience. In addition he/she may be expected to have had post-doctoral experience that has resulted in publications, conference presentations, reports or technical contributions that give evidence of research ability.

## SELECTION CRITERIA

### Academic Level B

1. A PhD in Chemistry or a related area, with a track record of independent research in an area, that complements existing research within the School, as evidenced by publications in peer-reviewed journals and conferences, a record of developing and maintaining collaborations and by other measures such as awards, invitations to give talks at leading conferences etc; and/or scholarship of teaching and learning.
2. Demonstrated experience in early tertiary years or equivalent University teaching. Innovative approaches to teaching and learning, including proven experience in the design, development and delivery of a range of innovative teaching activities and assessments, research-led laboratory practicals, curriculum design and evaluation.
3. Demonstrated experience in monitoring student progress and achievement, providing appropriate pastoral care and guidance, and undertaking research into how student outcomes can be enhanced.
4. An ability to work as part of a team and to coordinate some team activities, including proven ability to supervise and train demonstrators and tutors.
5. Excellent oral and written English language skills and, a demonstrated ability to communicate and interact effectively with a variety of staff and students in a cross-disciplinary academic environment and to foster productive working relationships with staff, students and colleagues at all levels.
6. A demonstrated high-level understanding of equal opportunity principles and a commitment to the application of these policies in a University context.

Supervisor/Delegate Signature:

Date:

Printed Name:

Dr Mark Ellison

Uni ID:

u3903111

References:

[Academic Minimum Standards](#)



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## Pre-Employment Work Environment Report

### Position Details

College/Div/Centre	ANU College of Science	Dept/School/Section	Research School of Chemistry
Position Title	Lecturer (Undergraduate Chemistry Convenor)	Classification	Academic Level B
Position No.		Reference No.	

In accordance with the Occupational Health and Safety Act 1991 the University has a duty of care to provide a safe workplace for all staff.

- This form must be completed by the supervisor of the advertised position and forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.
- This form is used to advise potential applicants of work environment issues prior to application.
- Once an applicant has been selected for the position consideration should be given to their inclusion on the University's Health Surveillance Program where appropriate – see [http://info.anu.edu.au/hr/OHS/\\_Health\\_Surveillance\\_Program/index.asp](http://info.anu.edu.au/hr/OHS/_Health_Surveillance_Program/index.asp) Enrolment on relevant OHS training courses should also be arranged – see [http://info.anu.edu.au/hr/Training\\_and\\_Development/OHS\\_Training/index.asp](http://info.anu.edu.au/hr/Training_and_Development/OHS_Training/index.asp)
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see 'Employment Medical Procedures' at [http://info.anu.edu.au/Policies/\\_DHR/Procedures/Employment\\_Medical\\_Procedures.asp](http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp)

### Potential Hazards

<ul style="list-style-type: none"> <li>Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a <b>regular</b> or <b>occasional</b> part of the duties.</li> </ul>					
<b>TASK</b>	regular	occasional	<b>TASK</b>	regular	occasional
key boarding	X <input type="checkbox"/>	<input type="checkbox"/>	laboratory work	X <input type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input type="checkbox"/>	X <input type="checkbox"/>	work at heights	<input type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks	<input type="checkbox"/>	X <input type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
catering / food preparation	<input type="checkbox"/>	X <input type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
fieldwork & travel	<input type="checkbox"/>	X <input type="checkbox"/>	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	X <input type="checkbox"/>			
<b>NON-IONIZING RADIATION</b>			<b>IONIZING RADIATION</b>		
solar	<input type="checkbox"/>	<input type="checkbox"/>	gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>
ultraviolet	<input type="checkbox"/>	X <input type="checkbox"/>	beta particles	<input type="checkbox"/>	<input type="checkbox"/>
infra red	<input type="checkbox"/>	<input type="checkbox"/>	nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>
laser	<input type="checkbox"/>	<input type="checkbox"/>			
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>			
<b>CHEMICALS</b>			<b>BIOLOGICAL MATERIALS</b>		
hazardous substances	X <input type="checkbox"/>	<input type="checkbox"/>	microbiological materials	<input type="checkbox"/>	X <input type="checkbox"/>
allergens	<input type="checkbox"/>	<input type="checkbox"/>	potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>
mutagens/teratogens/	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
carcinogens					
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
			immunisations	<input type="checkbox"/>	<input type="checkbox"/>
<b>OTHER POTENTIAL HAZARDS (please specify):</b>					

Supervisor's Signature:		Print Name:	Dr Mark Ellison	Date:	
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