



Position Description

College/Division:	ANU College of Asia and the Pacific
School/Centre:	Crawford School of Public Policy
Department/Unit:	Development Policy Centre
Position Title:	Associate Lecturer / Lecturer
Classification:	Academic Level A / B
Responsible to:	Director, Development Policy Centre

PURPOSE STATEMENT:

The ANU College of Asia and the Pacific (CAP) leads intellectual engagement with the Asia-Pacific region through research, education and contributions to public debate, and seeks to set the international standard for scholarship concerning the region.

The Crawford School of Public Policy is the Australian National University's public policy school, serving and influencing Australia, Asia and the Pacific through advanced policy research and professional education. The Development Policy Centre is a research centre at the Crawford School. We conduct research and promote discussion in three areas: Australian aid effectiveness, development in PNG and the Pacific, and global development policy.

The University of Papua New Guinea (UPNG) is PNG's premier university and the School of Business and Public Policy is PNG's leading and/or only discipline for the study of economics, finance, accounting, business, public policy, strategic management, human resource management, and tourism. The ANU, through the Development Policy Centre, is engaged in a partnership with UPNG that includes strengthening teaching, collaborating on research and outreach, and conducting student and staff exchanges.

This position is based in Port Moresby and requires the incumbent to live in Port Moresby for most of the year.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

Based at the University of Papua New Guinea's School of Business and Public Policy (SBPP) in Port Moresby, the Associate Lecturer / Lecturer works with colleagues at ANU and counterparts in SBPP's Division of Economics and Division of Public Policy Management to improve the quality of teaching and research in economics and public policy and support broader school-based initiatives at UPNG.

Role Statement:

All academic staff within the College are expected to undertake work in three areas of academic activity- education (teaching and learning), research and service (including outreach). The allocation of time to each area will reflect relative opportunities within the Crawford School of Public Policy, as well as individual appointment situations.

Role Statement: Level A:

A Level A academic will work with the support and guidance from more senior academic staff and is expected to develop his or her expertise in teaching and research with an increasing degree of autonomy. A Level A academic will normally have completed four years of tertiary study or equivalent qualifications and experience and may be required to hold a relevant higher degree.

A Level A academic will normally contribute to teaching at the institution, at a level appropriate to the skills and experience of the staff member, engage in scholarly, research and/or professional activities appropriate to their

profession or discipline, and undertake administration primarily relating to their activities at the institution. The contribution to teaching of Level A academics will be primarily at undergraduate and graduate diploma level.

Under the direction of the Director of the Development Policy Centre, the Associate Lecturer will:

1. Undertake full subject coordination / convening of courses at the undergraduate level at UPNG. This includes, but is not limited to, the preparation and delivery of lectures and related course content, running and managing tutorials, consultation with students, marking and assessment;
2. Assist with and participate in collaborative and high-quality research related to economics and public policy/administration in Papua New Guinea
3. Undertake policy analysis and outreach and participate in and help organize outreach activities, such as the annual ANU-UPNG PNG Update in Port Moresby.
4. Take initiatives in a range of areas to improve teaching, research and outreach at UPNG (e.g. conduct research workshops, help with IT initiatives, etc.).
5. Further the links between ANU and UPNG in a range of areas, including by collaborative research. Note that the position will require regular travel between ANU and UPNG.
6. Comply with all ANU policies and procedures, particularly those relating to workplace health and safety.
7. Undertake other duties that may arise that are consistent with the classification level of the position.

Role Statement: Level B

A **Level B** academic will undertake independent teaching and research. In research and/or scholarship and/or teaching the academic will make an independent contribution through professional practice and expertise and coordinate and/or lead the activities of other staff, as appropriate.

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. The academic will normally undertake administration primarily relating to their 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.

Under the broad direction of the Director of the Development Policy Centre, the Lecturer will:

1. Develop and teach courses at the undergraduate and postgraduate level at UPNG. This includes, but is not limited to, the preparation and delivery of lectures and related course content, running and managing tutorials, consultation with students, marking and assessment;
2. Undertake high-quality research related to economics and public policy/administration; collaborate with other UPNG and ANU academics on joint research papers and projects.
3. Present research at academic seminars and national and international conferences;
4. Undertake policy analysis and outreach and participate in and help organize outreach activities, such as the annual ANU-UPNG PNG Update in Port Moresby.
5. Take initiatives in a range of areas to improve teaching, research and outreach at UPNG (e.g. conduct research workshops, help with IT initiatives, etc.).
6. Further the links between ANU and UPNG in a range of areas, including by collaborative research. Note that the position will require regular travel between ANU and UPNG.
7. Comply with all ANU policies and procedures, particularly those relating to workplace health and safety.
8. Undertake other duties that may arise that are consistent with the classification level of the position.

SELECTION CRITERIA:

Academic Level A: Associate Lecturer

1. Masters or Honours degree in economics, public policy, finance or related discipline
2. Evidence of high-quality research ability in an academic or policy environment, supported by essays, publications and/or presentations of research at workshops and conferences.
3. Willingness and ability to teach and contribute to the administration of high-quality undergraduate courses in relevant fields
4. Evidence of ability to produce high-quality policy analysis and contributions to outreach.
5. Capacity for leadership and team work
6. Ability to collaborate and work effectively in a cross-cultural setting
7. A demonstrated understanding of equal opportunity (EO) principles and policies and a commitment to their application in a university context.

Academic Level B: Lecturer

1. PhD with an emphasis on one of the following areas: economics, public policy, finance or related discipline.
2. Evidence of high-quality research in an academic or policy environment, supported by publications and presentation of research at workshops and conferences.
3. Clear capacity to teach and lead the management of high-quality undergraduate and postgraduate (masters) courses in relevant fields.
4. Ability to collaborate and work in cross-cultural settings.
5. Clear capacity to engage effectively in public and policy discussions in relevant areas of expertise and to establish and maintain effective relations with colleagues and staff within the School and University.
6. Willingness and ability to contribute to outreach activities and to administration duties.
7. Knowledge of the PNG economy and/or policy issues (desirable).
8. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a university context.

Supervisor Signature:		Date:	7/11/2017
Printed Name:	Prof. Stephen Howes	Uni ID:	U3684507

References:

[Academic Minimum Standards](#)

Pre-Employment Work Environment Report

Position Details

College/Div/Centre	CAP	Dept/School/Section	Crawford School
Position Title	Associate Lecturer / Lecturer	Classification	Academic Level A / B
Position No.	TBA	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
 - Enrolment on relevant OHS training courses should also be arranged – see 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

Potential Hazards

- Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a **regular** or **occasional** part of the duties.

TASK	regular	occasional	TASK	regular	occasional
key boarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	laboratory work	<input type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input type="checkbox"/>	<input type="checkbox"/>	work at heights	<input type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks	<input type="checkbox"/>	<input type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
catering/food preparation	<input type="checkbox"/>	<input type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
fieldwork & travel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<input type="checkbox"/>			
NON-IONIZING RADIATION			IONIZING RADIATION		
solar	<input type="checkbox"/>	<input type="checkbox"/>	gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>
ultraviolet	<input type="checkbox"/>	<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"/>			
CHEMICALS			BIOLOGICAL MATERIALS		
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	microbiological materials	<input type="checkbox"/>	<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/ carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
			immunisations	<input type="checkbox"/>	<input type="checkbox"/>

OTHER POTENTIAL HAZARDS (please specify):

Personal security risk. This risk is mitigated by security briefings, awareness training (e.g. car-jacking course) and strategies employed by PNG Governance Facility (PGF) staff and security contractors. See attached risk matrix.

Supervisor's Signature:		Print Name:	Prof. Stephen Howes	Date:	7/11/2017
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