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| **College/Division:** | ANU College of Asia and the Pacific |
| **Faculty/School/Centre:**  | Coral Bell School of Asia Pacific Affairs |
| **Department/Unit:**  | TBC |
| **Position Title:**  | **Senior Lecturer / Fellow and Program Convenor, Bachelor of Asia Pacific Affairs** |
| **Classification:** | **Academic Level C** |
| **Position No:** | XXXXX – HR to provide |
| **Responsible to:** | Deputy Director (Education), Coral Bell School of Asia Pacific Affairs |
| **Number of positions that report to this role:** | TBC |
| **Delegation(s) Assigned:** | D5 + Academic Education delegations TBC |

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| **PURPOSE STATEMENT:**The ANU College of Asia and the Pacific (CAP) leads intellectual engagement with the Asia-Pacific region through research, teaching and contributions to public debate, and seeks to set the international standard for scholarship concerning the region. The Coral Bell School of Asia Pacific Affairs (Bell School) forms part of CAP and is dedicated to advancing analysis and understanding of the international, political, societal, and strategic affairs of Asia and the Pacific, and providing the world’s best graduate, undergraduate, and professional education in those areas. The School is constituted by five operational areas: Asia Pacific College of Diplomacy; Department of International Relations; Department of Pacific Affairs; Department of Political and Social Change; and Strategic and Defence Studies Centre.The Bachelor of Asia Pacific Affairs is part of a new, innovative undergraduate dual-degree program being operated between ANU and Ritsumeikan University in Japan. Students will study at both ANU and Ritsumeikan’s Osaka Ibaraki Campus (OIC) with academic staff from both institutions. At the end of the four-year program, students will earn both the Bachelor of Asia Pacific Affairs from ANU and the Bachelor of Global Liberal Arts from Ritsumeikan.  (first sentence now used as Ad blurb in Recruit card)KEY ACCOUNTABILITY AREAS:Position Dimension & Relationships: The Senior Lecturer/Fellow and Program Convenor will report to the Deputy Director (Education) of the Bell School and will have primary academic and governance responsibilities for providing oversight for the delivery and administration of the BAPA program. **Role Statement:**Under the broad direction of Deputy Director (Education) of the Bell School, the Senior Lecturer/Fellow and Convenor will:* Coordinate and manage the administrative delivery of ANU’s Bachelor of Asia Pacific Affairs program at Ritsumeikan University’s Osaka Ibaraki Campus (OIC) as part of a dual-degree program, working with staff based in Ritsumeikan University’s College of Global Liberal Arts in Japan and with ANU Bell School and CAP staff based in Australia.
* Convene compulsory introductory and capstone courses at OIC in accordance with the program orders for the Bachelor of Asia Pacific Affairs.
* Contribute to other educational activities in collaboration with Ritsumeikan University’s Bachelor of Global Liberal Arts, such as guest lectures and participating in orientation programs, as appropriate.
* Collaborate with the Deputy Director (Education) on program variation, evaluation and governance.
* Participate in regular Joint Management Committee meetings.
* Maintain regular and ongoing communications with Bell School and CAP Student Centre about student and program administration.
* Develop assessment tasks aligned with learning outcomes of courses consistent with the delivery of those courses at ANU’s Acton campus.
* Develop contextualized course materials, including on the University learning management system.
* Provide support and feedback to ensure students develop as independent learners.
* Integrate research into teaching and implement innovative teaching methods that give effect to the University’s commitment to providing a research-intensive education.
* Deliver educational enrichment, professional development or research training activities.
* Maintain an active personal research agenda as evidenced by publication in high-quality and discipline-leading peer-reviewed outlets, supervision of postgraduate research students, successfully applying for external grant funding, and evidence of high impact practice or policy outcomes as appropriate.
* Supervise and mentor ANU staff based at OIC, including visiting course convenors, tutors, and professional staff.
* Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.

**Skill Base**A Level C academic will make a significant contribution to research and/or scholarship and/or teaching and administration activities. S/he will normally play a major role or provide a significant degree of leadership in scholarly, research and/or professional activities. In determining experience relative to qualifications, regard shall be had to teaching experience, experience in research, experience outside tertiary education, creative achievement, professional contributions and/or to technical achievement. In addition, a position at this level will normally require a record of demonstrable scholarly and professional achievement in the relevant discipline area. |

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| **SELECTION CRITERIA:**1. A PhD in international relations, political science, diplomacy, strategic studies, Pacific studies or a cognate discipline with a strong record of independent research, publication, and policy leadership and impact with evidence of an international reputation in that discipline. Previous experience with program administration and oversight, international programs, and/or Japanese higher education would be highly regarded.
2. A strong record of scholarship as evidenced by publication in high-ranking journals and with highly-regarded scholarly publishers.
3. A demonstrated record of high quality, best practice teaching in the areas of expertise.
4. Demonstrated ability to engage in university administration and a record of successful interaction with relevant industry, business, professional, and government organisations as relevant.
5. Well-developed oral and written communication skills in English and a demonstrated ability to develop positive relationships with a wide range of staff and students. Awareness of Japanese culture and language highly desirable.
6. Strong leadership and interpersonal skills. Demonstrated capacity to manage complex processes and relationships alongside demonstrated skills in managing teams.
7. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a university context.
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| **Supervisor Signature:** |  | **Date:** |  |
| **Printed Name:** |  | **Uni ID:** |  |

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| **References:** |
| [Minimum Standards for Academic Levels (MSAL)](https://services.anu.edu.au/human-resources/enterprise-agreement/schedule-4-minimum-standards-for-academic-levels-msal) |