



**Australian
National
University**

Position Description

College/Division:	ANU College of Business and Economics
Faculty/School/Centre:	Research School of Finance, Actuarial Studies and Statistics (RSFAS)
Department/Unit:	
Position Title:	Fixed Term – Lecturer, Senior Lecturer, Associate Professor and Professor in Actuarial Studies and Statistics
Classification:	Level B, Level C, Level D and Level E
Position No:	
Responsible to:	Director, RSFAS
Number of positions that report to this role:	
Delegation(s) Assigned:	

PURPOSE STATEMENT:

RSFAS has responsibility for undergraduate teaching both for introductory finance and quantitative courses and for later year students specialising in Finance, Actuarial Studies and Statistics. The school offers an extensive complement of graduate coursework programs in the key disciplines of Actuarial Studies, Finance, and Statistics. This position requires active independent contribution to high level research within the School, and undergraduate and graduate teaching.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

This appointment will undertake a significant role in conducting research of international standing. This short to medium term position requires active independent contribution to undergraduate and graduate teaching, and providing assistance in the supervision of research students. The appointment is expected to contribute to the intellectual life of the School through seminar and other research activities

Role Statement:

Specific duties required of a level B Academic (Lecturer) may include:

Under the broad direction of the Research School Director:

1. Undertake research with a view to publishing original and innovative results through the top internationally refereed statistics or actuarial journals, to present research at academic seminars and national and international conferences and collaboration with other academic staff both within and outside of the University.
2. Contribute to teaching at undergraduate and postgraduate levels as required. Teaching duties include, but are not limited to the preparation and delivery of lectures, course design, preparation of online material, marking and assessment and consultations with students.
3. Contribute to the supervision of students at research levels where possible.
4. Undertake administrative tasks and professional practice within the School, the College and the wider ANU community. These contributions include, but are not limited to, attendance and participation in academic staff meetings and participation in committees in the wider university community.
5. Carry out independent and/or team research and to carry out activities to develop research expertise relevant to the particular field of research.
6. Comply with all ANU policies and procedures and in particular those relating to work health and safety and equal opportunity.
7. Other duties as required consistent with the classification level.

Specific duties required of a level C Academic (Senior Lecturer) may include:

Under the broad direction of the Research School Director:

1. Undertake research with a view to publishing original and innovative results through the top internationally refereed statistics or actuarial journals, to present research at academic seminars and national and international conferences and collaboration with other academic staff both within and outside of the University.
2. Contribute to teaching at undergraduate and postgraduate levels as required. Teaching duties include, but are not limited to the preparation and delivery of lectures, course design, preparation of online material, marking and assessment and consultations with students.
3. Contribute to the supervision of students at research levels where possible.
4. Undertake administrative tasks and professional practice within the School, the College and the wider ANU community. These contributions include, but are not limited to, attendance and participation in academic staff meetings and participation in committees in the wider university community.
5. A Level C Academic is expected to carry out independent and/or team research within the field in which he/she is appointed and to carry out activities to develop his/her research expertise relevant to the particular field of research.
6. Comply with all ANU policies and procedures and in particular those relating to work health and safety and equal opportunity.
7. Other duties as required consistent with the classification level.

Specific duties required of a level D Academic (Associate Professor) may include:

Under the broad direction of the Research School Director:

1. Undertake research with a view to publishing original and innovative results through the top internationally refereed statistics or actuarial journals, to present research at academic seminars and national and international conferences and collaboration with other academic staff both within and outside of the University.
2. Contribute to teaching at undergraduate and postgraduate levels as required. Teaching duties include, but are not limited to the preparation and delivery of lectures, course design, preparation of online material, marking and assessment and consultations with students.
3. Contribute to the supervision of students at research levels where possible.
4. Undertake administrative tasks and professional practice within the School, the College and the wider ANU community. These contributions include, but are not limited to, attendance and participation in academic staff meetings and participation in committees in the wider university community.
5. A Level D Academic is expected to carry out independent and/or team research within the field in which he/she is appointed and to carry out activities to develop his/her research expertise relevant to the particular field of research.
6. A Level D Academic is expected to provide leadership within the actuarial or statistics disciplines.
7. Comply with all ANU policies and procedures and in particular those relating to work health and safety and equal opportunity.
8. Other duties as required consistent with the classification level.

Specific duties required of a level E Academic (Professor) may include:

Under the broad direction of the Research School Director:

1. Undertake research with a view to publishing original and innovative results through the top internationally refereed statistics or actuarial journals, to present research at academic seminars and national and international conferences and collaboration with other academic staff both within and outside of the University.
2. Contribute to teaching at undergraduate and postgraduate levels as required. Teaching duties include, but are not limited to the preparation and delivery of lectures, course design, preparation of online material, marking and assessment and consultations with students.
3. Contribute to the supervision of students at research levels where possible.
4. Undertake administrative tasks and professional practice within the School, the College and the wider ANU community. These contributions include, but are not limited to, attendance and participation in academic staff meetings and participation in committees in the wider university community.
5. A Level E Academic is expected to carry out independent and/or team research within the field in which

he/she is appointed and to carry out activities to develop his/her research expertise relevant to the particular field of research.

6. A Level E Academic is expected to provide leadership within the actuarial or statistics disciplines.
7. A Level E Academic is expected to undertake a mentoring role to junior actuarial or statistics academics within the School.
8. Comply with all ANU policies and procedures and in particular those relating to work health and safety and equal opportunity.
9. Other duties as required consistent with the classification level.

SELECTION CRITERIA:

Criteria for level B Academic (Lecturer):

1. Record of scholarly and professional achievement in actuarial science or statistics and completion of a PhD in actuarial science or statistics by research.
2. Evidence of the ability to produce high quality research.
3. Evidence of the ability for high quality teaching.
4. Ability to supervise student research projects at the Honours and postgraduate levels.
5. Demonstrated ability to foster inclusive, respectful and productive working relationships with staff, students and colleagues at all levels.
6. Capacity to undertake effective administration at the School and College levels.
7. A demonstrated understanding of OH&S and equal opportunity principles and policies and a commitment to their application in a university context.

Criteria for level C Academic (Senior Lecturer):

1. Record of scholarly and professional achievement in actuarial science or statistics and completion of a PhD in actuarial science or statistics by research.
2. Proven ability in conducting high quality research as evidenced by publication in the top internationally refereed actuarial science or statistics journals.
3. Evidence of the ability for high quality teaching.
4. Ability to supervise student research projects at the Honours and postgraduate levels.
5. Demonstrated ability to foster inclusive, respectful and productive working relationships with staff, students and colleagues at all levels.
6. Capacity to undertake effective administration at the School and College levels.
7. A demonstrated understanding of OH&S and equal opportunity principles and policies and a commitment to their application in a university context.

Criteria for level D Academic (Associate Professor):

1. A PhD by research in actuarial science or statistics or a related field.
2. Proven ability in conducting high quality research as evidenced by publication in the top internationally refereed actuarial science or statistics journals.
3. Evidence of the ability for high quality teaching.
4. Proven ability to attract competitive external research funding.
5. Ability to provide leadership within the school.
6. Proven ability to supervise student research projects at the Honours and postgraduate levels.
7. Demonstrated ability to foster inclusive, respectful and productive working relationships with staff, students and colleagues at all levels.
8. A demonstrated understanding of OH&S and equal opportunity principles and policies and a commitment to their application in a university context.

Criteria for level E Academic (Professor):

1. A PhD by research in actuarial science or statistics or a related field.
2. Proven ability in conducting high quality research as evidenced by extensive publication in the top internationally refereed actuarial science or statistics journals.
3. Evidence of the ability for high quality teaching.
4. Proven ability to attract competitive external research funding.
5. Ability to provide leadership within the school.
6. Demonstrated ability to mentor junior academics.
7. Proven ability to supervise student research projects at the Honours and postgraduate levels.
8. Demonstrated ability to foster inclusive, respectful and productive working relationships with staff, students and colleagues at all levels.
9. A demonstrated understanding of OH&S and equal opportunity principles and policies and a commitment to their application in a university context.

Delegate Signature:		Date:	27/09/2017
Printed Name:	Stephen Sault	Position:	Interim Director

References:[General Staff Classification Descriptors](#)[Academic Minimum Standards](#)



Pre-Employment Work Environment Report

Position Details

College/Div/Centre	CBE	Dept/School/Section	RSFAS
Position Title	Visiting Academic – Lecturer, Senior Lecturer, Associate Professor and Professor in Actuarial Studies and Statistics	Classification	Level B, Level C, Level D and Level E
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
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 checked="" 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 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):					

Supervisor's Signature:		Print Name:	Stephen Sault	Date:	
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