

POSITION DESCRIPTION – ACADEMIC

POSITION INFORMATION

Position Title	Associate Lecturer		
Faculty	Law and Business		
School	Peter Faber Business School		
Nominated Supervisor	National Deputy Head of School	Campus/Location	Melbourne or North Sydney
Academic Level	A	Academic Career Pathway	Teaching and Research
CDF Achievement Level	1 All Staff	Work Area Position Code	
Employment Type	Full-time Continuing	Date reviewed	06 February 2018

ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

Our Mission: *Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.*

At ACU we pride ourselves on offering a welcoming environment for everyone. At the same time, we are a university committed to standing for something clear. We stand up for people in need and causes that matter. ACU's Mission is central to the University, and informs every area – integrating the dignity of the human person, the common good, and ethical and social justice considerations into our core activities of student learning and teaching, research and service.

We are a publicly-funded university which has grown rapidly over the past few years. We're young, but we are making our mark: ranking among the top universities worldwide. We have got seven campuses around Australia, more than 200 partner universities on six continents, and a campus in Rome, Italy.

We know that our people make us a university like no other. It's your values, action and passion that makes the difference. Whatever role you may play in our organisation: it's what you do that defines who we are.

We value staff, offering excellent leave and employment conditions, and foster work environments where they have the ability grow and develop. We continue to invest in our facilities and workplaces, and actively involve staff in shaping the future direction of the organisation.

In order to be agents of change in the world, we all need to see life through the eyes of others. We believe that our role as a university is to inspire and equip people to make a difference – and that means cultivating their ability to act and think empathetically.

We hope that you might champion these values, and work with us to create a place of learning that is not only the envy of the world, but the making of it.

The structure to support the University consists of:

- Provost
- Chief Operating Officer & Deputy Vice-Chancellor
- Deputy Vice-Chancellor, Research

- Deputy Vice-Chancellor, Students, Learning and Teaching
- Vice President
- Pro Vice-Chancellor Assisting the Vice-Chancellor and President

Each portfolio consists of a number of Faculties, Research Institutes or Directorates. The Vice President drives both the Identity and the Mission of the University. In addition, five Associate Vice-Chancellors and Campus Deans focus on the University's local presence and development of the University at the local 'campus' level.

ACU is committed to diversity and social inclusion in its employment practices. Applications from Aboriginal and Torres Strait Islander people, people with disabilities and people from culturally diverse groups are encouraged.

ABOUT THE FACULTY OF LAW AND BUSINESS

The Faculty of Law and Business was established on 1 January 2014 following the merger of the former Faculty of Business and Thomas More Law Academy.

Consisting of two key schools, the Peter Faber Business School and the Thomas More Law School, the Faculty provides both undergraduate and postgraduate degree programs across a range of business disciplines and law.

The Faculty is staffed by a dedicated, nationally and internationally recognised team of academics whose teaching is supported by their active involvement in relevant industries, professional associations or links to eminent international business and law schools. Teaching staff have an established research record with a commitment to conducting research in innovative and demand-driven areas.

Students are valued as individuals and teaching staff are directly involved with students' academic development. The Faculty aims to equip our graduates with the necessary skills to become leaders, not only in their chosen profession, but in the community. We emphasise the ethical, social and environmental duties of the modern business leader and lawyer, with all our courses having a strong practical component through community engagement, pro bono work and internships

ABOUT THE PETER FABER BUSINESS SCHOOL

Named after St Peter Faber SJ, the School's mission is to develop reflective business leaders and independent learners who are global in their outlook, ethical in their actions and practical in the application of their professional skills.

The School operates over four campuses (Brisbane, Melbourne, North Sydney and Strathfield) and offers a range of undergraduate and postgraduate programs. All programs are underpinned by the principles of Catholic Social Teaching and the UN Principles of Responsible Management Education. All undergraduate students are required to undertake a unit in community engagement which involves them working directly with not for profit and community organisations.

The School's major undergraduate degree is the Bachelor of Commerce which offers majors in accounting, finance, human resource management, management and marketing. Students may also undertake a variety of minors from within the business disciplines or across faculties.

Other undergraduate degrees offered are the Bachelor of Business Administration, Bachelor of IT and Bachelor of Accounting and Finance. The School also offers a range of dual degrees which combine business with other fields of study such as nursing, exercise science and global studies.

At the postgraduate level the School offers a Master of Business Administration (Executive) across all campuses as well as the Master of Professional Accounting, Master of IT, Master of Commerce and Master of Business Administration across selected campuses.

The Peter Faber Business School also benefits from an emerging research reputation in the Management arena (FoR 1503), which attracted a 'world leading' quality assessment in the 2015 Excellence in Research for Australia (ERA) exercise. Sustainable Human Resource Management and Employee Well-being serve as thematic research foci, further supported by the recent launch of the Centre for Sustainable HRM & Well-being. Closely aligned with ACU's mission in the pursuit of knowledge, the dignity of the human person and the common good, members of the Centre explore scholarly themes in the Human Resource Management and Organisational Behaviour domains through the lens of cultural, social, psychological and ethical enquiry. Consistent with ACU's research intensification strategy, Centre members publish their works in some of the world's leading Management journals, including Human Resource Management (US), Journal of Management, Journal of Vocational Behavior, Human Relations, and the British Journal of Management.

POSITION PURPOSE

The purpose of this position is to actively contribute to the Accounting program in the Peter Faber Business School at an early career or entry level. Accounting is taught at both the undergraduate and postgraduate level in the Bachelor of Accounting and Finance, Bachelor of Commerce and Masters of Professional Accounting as well as across a range of double degrees with other faculties.

The position has a Teaching and Research Academic Career Pathway and the successful candidate is expected to actively contribute to the research agenda of the School and Faculty. As the School is located over three states, the role includes national engagement with staff on other campuses. An Associate Lecturer is expected to work with the support and guidance of more senior Academic staff and contribute both independently and collaboratively to achieve ACU's strategic goals. The work of an Associate Lecturer will be recognised by peers within the local academic community.

Associate Lecturers are expected to ensure quality learning and teaching outcomes and undertake administration duties appropriate to the role. As a School which has a strong practical focus, the successful candidate is expected to contribute to providing work integrated learning and industry relevant experience for students studying accounting. The Associate Lecturer is expected to actively engage with the CPAA or equivalent professional association.

This position is located on the North Sydney (MacKillop) campus and reports directly to the Deputy Head of School (Business).

POSITION RESPONSIBILITIES

Introduction

A number of frameworks and standards express the University's expectations of the conduct, capability, participation and contribution of staff. These are listed below:

- ACU Strategic Plan 2015-2020
- Catholic Identity and Mission
- Learning For Life Framework 2014-2017
- ACU Teaching Criteria and Standards Framework

- Research Quality Standards
- Academic Performance Matrices and Evidence Framework
- ACU Capability Development Framework
- Minimum Standards for Academic Levels (MSALs)
- Higher Education Standards Framework
- ACU Service Principles
- ACU Staff Enterprise Agreement including provisions in relation to Performance Excellence and Academic Career Pathways.

The following two frameworks in particular are important in understanding the expectations of an academic position and the required qualifications and capability of a position holder:

- The [Academic Performance Matrices and Evidence Framework](#) which describes the performance standards in areas of academic activity.
- The [Capability Development Framework](#) which describes the core competencies needed in all ACU staff to achieve the University's strategy and supports its mission.

All academic staff are allocated workload comprising a range of academic duties/activities that fall within the following three broad areas of academic activity in line with the relevant Academic Career Pathway and Academic Level.

- Teaching, Curriculum Development and Scholarship of Teaching
- Research
- Academic leadership/service.

Key responsibilities

Broad area of academic activity	Key responsibilities specific to this position	Relevant Core Competencies (Capability Development Framework)
Teaching, curriculum development and scholarship of teaching	<ul style="list-style-type: none"> • Teach undergraduate and postgraduate units online, face to face and in mixed mode delivery • Provide support and assistance to senior staff in the development of accounting units • Engage in innovative learning and teaching practices 	<ul style="list-style-type: none"> • Deliver stakeholder centric service • Collaborate effectively
Research	<ul style="list-style-type: none"> • Contribute to the research intensification strategy of the University through publications in high quality research outlets. 	<ul style="list-style-type: none"> • Be responsible and accountable for achieving excellence
Academic Leadership and Service	<ul style="list-style-type: none"> • Maintain engagement with external stakeholders relevant to the program including the CPAA • Represent the School internally and externally as requested • Assist in advising students on course and career options 	<ul style="list-style-type: none"> • Communicate with impact • Deliver stakeholder centric service

SELECTION CRITERIA

Qualifications and Capability		Selection Criteria?
Qualifications and other credentials		
1.	Qualifications: <ul style="list-style-type: none"> a research higher degree in accounting; or substantial progress towards a research higher degree in accounting; or a relevant honours degree leading to enrolment in a PhD in accounting or evidence of a significant research component as part of a coursework higher degree in accounting and confirmed eligibility to enrol in a PhD and Current membership of the CPAA at an appropriate level or equivalent professional association.	Yes
Teaching, curriculum development and scholarship of teaching		
2.	High quality, innovative teaching informed by reflective practice.	Yes
3.	Demonstrated track record in contributing to the creation and/or enhancement of effective learning environments.	Yes
4.	Use of current disciplinary research in teaching and curriculum that facilitates student engagement in and understanding of research.	Yes
Research		
5.	Emerging research profile as single or co-author.	Yes
Academic leadership/service		
6.	Demonstrated capacity to effectively perform administrative functions connected with academic teaching units.	Yes
7.	Active participation in strategically aligned service and engagement activities relevant to accounting	Yes
Core Competencies		
8.	Demonstrate confidence and courage to achieve ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values.	Yes
9.	Demonstrated ability to work collaboratively with others to build the conditions for team effectiveness.	Yes
Other attributes		
10.	Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.	Yes