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| ANU_LOGO_mono black_FA.jpg | Position Description |

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| **College/Division:** | College of Arts and Social Sciences |
| **Faculty/School/Centre:**  | Research School of Social Sciences |
| **Department/Unit:**  | School of Demography |
| **Position Title:**  | Lecturer |
| **Classification:** | Level B |
| **Position No:** |  |
| **Responsible to:** | Head, School of Demography |

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| **PURPOSE STATEMENT**A Level B Academic (Teaching and Research) is expected to make contributions to the teaching effort of the institution and to carry out activities to maintain and develop his/her scholarly, research and/or professional activities relevant to the profession or discipline. This appointment is in the field of Demography with an encouraged specialty in migration, spatial analysis, environment or fertility. The appointee will enable the School to capitalise on the successes of the past 64 years, and to enhance and consolidate its role in the academic life of the ANU, and nationally and internationally. The appointment will play an integral role in enriching the School’s research agenda with expectations to generate external funding from research grants and consultancies, and in expanding its teaching programs and undertaking graduate supervision. **KEY ACCOUNTABILITY AREAS****Position Dimension & Relationships** The position will play a key role in the research and teaching of Demography. It will facilitate links and partnerships across the University, and nationally and internationally. The work of the School involves a range of activities with communities of interest in the government and private sectors to promote informed public debate and policy development on the relationship between demographic change and changes in society and the environment. **Role Statement**1. The preparation and delivery of tutorials, lectures, practical classes, demonstrations, workshops and seminars;
2. Acting as subject coordinators;
3. Supervision of postgraduate research projects including the supervision of postgraduate students engaged in course work;
4. The conduct of research;
5. Involvement in professional activity;
6. Initiation and development of course/subject material with appropriate advice from and support of more senior staff;
7. Marking and assessment;
8. Consultation with students;
9. A range of administrative functions the majority of which are connected with the subjects in which the academic teaches;
10. Attendance at School and College meetings;
11. Other duties as allocated by the supervisor or the Vice-Chancellor consistent with the classification of the position.
12. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity

A Level B Academic will normally have advanced qualifications and/or recognised significant experience in the relevant discipline area. A position at this level will normally require a doctoral qualification or equivalent accreditation and standing.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.**SELECTION CRITERIA**It is expected that appointees will have an outstanding record or demonstrated potential for excellence in research and publication, and in education. The selection criteria for each level are below:1. PhD in Demography or related discipline.
2. Demonstrated record of academic research and education.
3. Track record of scholarly achievement in an area that is core to the School’s aims and purposes.
4. Demonstrated ability for attracting external funding, including grants, endowments and consultancies.
5. Evidence of high quality teaching, including preparation and delivery of lectures tutorials and assessment.
6. A capacity to engage broadly across the discipline and with interdisciplinary colleagues.
7. A high level of personal commitment to, and achievement in, a particular scholarly area.
8. A demonstrated high-level of understanding of equal opportunity principles and a commitment to the application of Equal Opportunity policies in a University context.
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| **Supervisor/Delegate Signature:** |  | **Date:** | 29 August 2016 |
| Printed Name: | Professor James Raymer | **Uni ID:** | U5243136 |

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|  | Pre-Employment Work Environment Report |

# Position Details

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| **College/Div/Centre** | RSSS/CASS | **Dept/School/Section** | CAIS |
| **Position Title** | Professor or Assoc Professor | **Classification** | Level D/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.

1. 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.
2. This form is used to advise potential applicants of work environment issues prior to application.
3. 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
4. ‘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

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| 1. 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.
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| **TASK** | **regular** |  | **occasional** |  | **TASK** | **regular** |  | **occasional** |
| key boarding | [x]  |  | [ ]  |  | laboratory work | [ ]  |  | [ ]  |
| lifting, manual handling | [ ]  |  | [ ]  |  | work at heights | [ ]  |  | [ ]  |
| repetitive manual tasks | [ ]  |  | [ ]  |  | work in confined spaces | [ ]  |  | [ ]  |
| catering / food preparation | [ ]  |  | [ ]  |  | noise / vibration | [ ]  |  | [ ]  |
| fieldwork & travel | [ ]  |  | [ ]  |  | electricity | [ ]  |  | [ ]  |
| driving a vehicle | [ ]  |  | [ ]  |  |  |  |  |  |
| **NON-IONIZING RADIATION** |  |  |  |  | **IONIZING RADIATION** |  |  |  |
| solar | [ ]  |  | [ ]  |  | gamma, x-rays | [ ]  |  | [ ]  |
| ultraviolet | [ ]  |  | [ ]  |  | beta particles | [ ]  |  | [ ]  |
| infra red | [ ]  |  | [ ]  |  | nuclear particles | [ ]  |  | [ ]  |
| laser | [ ]  |  | [ ]  |  |  |  |  |  |
| radio frequency | [ ]  |  | [ ]  |  |  |  |  |  |
| **CHEMICALS** |  |  |  |  | **BIOLOGICAL MATERIALS** |  |  |  |
| hazardous substances | [ ]  |  | [ ]  |  | microbiological materials | [ ]  |  | [ ]  |
| allergens | [ ]  |  | [ ]  |  | potential biological allergens | [ ]  |  | [ ]  |
| cytotoxics | [ ]  |  | [ ]  |  | laboratory animals or insects | [ ]  |  | [ ]  |
| mutagens/teratogens/carcinogens | [ ]  |  | [ ]  |  | clinical specimens, including blood | [ ]  |  | [ ]  |
| pesticides / herbicides | [ ]  |  | [ ]  |  | genetically-manipulated specimens | [ ]  |  | [ ]  |
|  |  |  |  |  | immunisations | [ ]  |  | [ ]  |
| **OTHER POTENTIAL HAZARDS (please specify):** |

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| **Supervisor’s Signature:**  |  | **Print Name:** | **Prof James Raymer** | **Date:** | **24 June 2016** |