



**Australian  
National  
University**

## *Position Description*

<b>College/Division:</b>	ANU College of Business and Economics
<b>Faculty/School/Centre:</b>	Research School of Finance, Actuarial Studies and Statistics (RSFAS)
<b>Department/Unit:</b>	
<b>Position Title:</b>	Lecturer or Senior Lecturer in Finance (Tenure-track)
<b>Classification:</b>	Level B or Level C
<b>Position No:</b>	
<b>Responsible to:</b>	Director, RSFAS
<b>Number of positions that report to this role:</b>	
<b>Delegation(s) Assigned:</b>	

### **PURPOSE STATEMENT:**

RSFAS has responsibility for undergraduate and postgraduate teaching of finance courses for students specialising in Finance, Actuarial Studies and Statistics. Finance academics within the School undertake a significant role in conducting research of international standing. This position requires active contribution to research, undergraduate and graduate teaching, and to assist in the supervision of research students.

### **KEY ACCOUNTABILITY AREAS:**

#### **Position Dimension & Relationships:**

This appointment will undertake a significant role in conducting research of international standing and to the teaching of finance courses. This position requires active independent contribution to undergraduate and graduate teaching, and provides 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 may include:**

Under the broad direction of the Research School Director:

1. Undertake research with a view to publish original and innovative results through the top internationally refereed finance journals, to present research at academic seminars and national and international conferences, and to collaborate 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 and tutorials, course design, preparation of online material, marking and assessment and consultations with students.
3. Seek external funding including the preparation of research proposal submissions to external funding bodies.
4. Contribute to the supervision of students at undergraduate, honours, graduate coursework and research levels.
5. 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.
6. Outreach with the community. This may include outreach to prospective students, research institutes, the public and government.
7. Comply with all ANU policies and procedures and in particular those relating to work health and safety and equal opportunity.

## **Specific duties required of a level C Academic may include:**

Under the broad direction of the Research School Director:

1. Undertake research with a view to publish original and innovative results through the top internationally refereed finance journals, to present research at academic seminars and national and international conferences, and to collaborate 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 and tutorials, course design, preparation of online material, marking and assessment and consultations with students.
3. Present research at academic seminars, and national and international conferences and collaborate with other academic staff both within and outside of the University.
4. Seek external funding including the preparation of research proposal submissions to external funding bodies.
5. Contribute to the supervision of students at undergraduate, honours, graduate coursework and research levels.
6. Contribute to the activities of the School, and participate in School governance. These contributions may include, but are not limited to, attendance and participation in academic staff meetings and seminar presentations and involvement in committees as required.
7. Outreach with the community. This may include outreach to prospective students, research institutes, the public and government.
8. Comply with all ANU policies and procedures and in particular those relating to work health and safety and equal opportunity.

## **SELECTION CRITERIA:**

### **Criteria for level B academic:**

1. Record of scholarly and professional achievement in finance and completion or submission of a PhD in finance or a related field.
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. Capacity in networking and building links and strategic alliances with industry, government and other Universities, with the capacity to attract competitive external research funding.
6. Demonstrated ability to foster inclusive, respectful and productive working relationships with staff, students and colleagues at all levels.
7. Capacity to undertake effective administration at the School level.
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 C academic:**

1. Record of scholarly and professional achievement in finance and completion or submission of a PhD in finance or a related field.
2. Proven ability in conducting high quality research as evidenced by publication in the top internationally refereed finance journals.
3. Evidence of the ability for high quality teaching.
4. Ability to supervise student research projects at the Honours and postgraduate levels.
5. Ability to attract competitive external research funding.
6. Capacity in networking and building links and strategic alliances with industry, government and other Universities, with the capacity to attract competitive external research funding.
7. Demonstrated ability to foster inclusive, respectful and productive working relationships with staff, students and colleagues at all levels.
8. Capacity to undertake effective administration at the School and College 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:**

Printed Name:	Stephen Sault	<b>Position:</b>	Director
---------------	---------------	------------------	----------

<b>References:</b>
<a href="#">General Staff Classification Descriptors</a>
<a href="#">Academic Minimum Standards</a>



# Pre-Employment Work Environment Report

## Position Details

College/Div/Centre	CBE	Dept/School/Section	RSFAS
Position Title	Lecturer or Senior Lecturer	Classification	Level B or Level C
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](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](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](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"/>			
<b>NON-IONIZING RADIATION</b>			<b>IONIZING RADIATION</b>		
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"/>			
<b>CHEMICALS</b>			<b>BIOLOGICAL MATERIALS</b>		
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"/>
<b>OTHER POTENTIAL HAZARDS (please specify):</b>					

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