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|  | Position Description |

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| **College/Division:** | ANU College of Science |
| **Faculty/School/Centre:**  | Research School of Physics and Engineering |
| **Department/Unit:**  | - |
| **Position Title:**  | Coordinator of the Masters Program in Physics |
| **Classification:** | Academic Level C  |
| **Position No:** | TBA |
| **Responsible to:** | Professor Joseph Hope |
| **Number of positions that report to this role:** | 0 |
| **Delegation(s) Assigned:** | NA |

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| **PURPOSE STATEMENT:**The Research School of Physics and Engineering (RSPE) constitutes Australia's largest university-based research activity incorporating major national facilities and an innovative undergraduate teaching program. The School is home to a vibrant and highly collegial community of Higher Degree Research (HDR) students, professional and academic staff, all of whom form the School's greatest asset. The School has a large HDR program, equally constituted between Australian students and a diverse international cohort representing over 30 countries. The School is growing the HDR-coursework offerings further, in particular for industry relevant fields that span several discipline areas at ANU. The Coordinator of the Masters Program in Physics will be responsible for leading the suite of Masters programs in the School. The role will be equally split between contribution to industry engagement and coordinating the entire Physics Masters program. KEY ACCOUNTABILITY AREAS:Position Dimension & Relationships: The Coordinator of the Masters Program in Physics will report directly to Professor Joseph Hope. The position will work closely with other academic members of the School and will be responsible for supervising honours and postgraduate students.**Role Statement:*** Convening a Masters program, including the preparation and delivery of tutorials, lectures, laboratory classes, and workshops;
* Supervision of major honours or postgraduate research projects including the supervision of the program of study of honours students and of postgraduate students engaged in course work;
* Overall coordination of all Masters programs in Physics, ensuring all programs comply with accreditation and are appropriately convened; consultation with students; marking and assessment and broad administrative functions;
* Commitment to overseas travel for recruitment, including the delivery of course material;
* Conduct applied physics research with a focus on engagement with industry and government agencies;
* Significant involvement in professional education-focussed activities at a national level;
* Lead, supervise and develop less senior academic staff and research support staff in your research area
* Proactively contribute to all aspects of the operation of the School and College. This may include representation through committee memberships
* Lead outreach activities including to prospective students, research institutes, industry, government, the media and the general public
* Maintain and actively promote high academic standards in all education, research and administrative endeavours
* Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity
* Undertake other duties as required, consistent with the classification of the position.
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| **SELECTION CRITERIA:**1. A PhD from a leading institution.
2. Competitive academic research track record in physics, including supervision of research students.
3. Demonstrated track record in industry engagement and applied physics.
4. Experience in developing, accrediting and convening an advanced Masters program, including development of research projects.
5. Experience in managing international student engagement, including negotiating inter-institutional agreements.
6. Demonstrated ability to work cooperatively with colleagues in curriculum design.
7. Demonstrated ability to mentor students from diverse backgrounds.
8. 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:** |
| [Academic Minimum Standards](https://services.anu.edu.au/human-resources/enterprise-agreement/schedule-4-minimum-standards-for-academic-levels-msal) |