



**Australian
National
University**

Position Description

College/Division:	ANU College of Asia and the Pacific (CAP)
Faculty/School/Centre:	Coral Bell School of Asia Pacific Affairs
Department/Unit:	Department of International Relations
Position Title:	Lecturer
Classification:	Academic Level B
Position No:	
Responsible to:	Head of Department, Department of International Relations
Number of positions that report to this role:	
Delegation(s) Assigned:	

PURPOSE STATEMENT:

The ANU College of Asia and the Pacific (CAP) leads intellectual engagement with the Asia-Pacific region through research, teaching and contributions to public debate, and seeks to set the international standard for scholarship concerning the region.

The Coral Bell School of Asia Pacific Affairs forms part of the ANU College of Asia and the Pacific and is dedicated to advancing analysis and understanding of the international, political, societal, and strategic affairs of Asia and the Pacific. The School is constituted by five departments: Asia-Pacific College of Diplomacy; the Department of International Relations; the Department of Pacific Affairs; the Department of Political and Social Change; and the Strategic and Defence Studies Centre.

The Department of International Relations, the first of its kind in Australia, is a world-leading centre of the study of the challenges, opportunities, and processes that shape global and Asia-Pacific affairs. Since our foundation in 1949, we have approached the challenge of thinking about global and regional affairs with a combination of academic rigour and ethical awareness. Today, the Department follows in the footsteps of the discipline-leading men and women who have worked here in the past and upon whose inheritance we continue to build. The Department's vision is to provide ethically motivated research across theory and practice.

The Lecturer(s) is/are expected to contribute to the Department's outstanding research profile through developing their scholarly activities, to contribute to the teaching effort of the Department at the undergraduate and postgraduate levels, and develop their professional profile within the discipline of International Relations.

The Lecturer(s) plays a role in all departmental activities in a way compatible with their level. This includes the pursuit of external research funding, the planning and execution of research projects, and the delivery of high-quality publications that advance the state of knowledge within the broad field of International Relations. The Lecturer teaches into both graduate and undergraduate programs. The Lecturer's research profile provides for sustained engagement and outreach with government and the public. The appointed applicants will, in a level-appropriate way, undertake departmental administrative tasks as required.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Lecturer reports directly to the Head of Department, International Relations and works with colleagues within the Department, School, College and wider University community to deliver strategic outcomes in education and research. The Lecturer will be expected to maintain and further develop their research, disciplinary and policy networks to enhance the Department's position both globally and nationally.

Role Statement:

Under the broad direction of the Head of Department, the Lecturer will:

1. Undertake independent research in the area of International Relations with a view to publishing original and innovative results in refereed journals and monographs with academic presses, presenting research at academic seminars and at national and international conferences, and collaborating with other researchers at a national and/or international level.
2. Contribute to the teaching activities of the Department and the School at the undergraduate and graduate levels. This includes, but is not limited to, the preparation and delivery of lectures and tutorials, the preparation of online material, marking and assessment, consultations with students, acting as subject coordinators and the initiation and development of course/subject material. Current teaching load is set at 2.5 courses per year for all staff.
3. Actively seek and secure external funding including the preparation and submission of proposals to external funding bodies.
4. Supervise students working on individual or group projects at undergraduate, honours, graduate-coursework levels. Assist with supervision of research students
5. Supervise less senior academic staff and research support staff in your research area
6. Assist with strategic planning across the range of Departmental activities. Actively contribute to all aspects of the operation of the School.
7. Assist in outreach activities including to prospective students, research institutes, industry, government, the media and the general public
8. Maintain high academic standards in all education, research and administrative endeavours
9. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity
10. Undertake other duties as required, consistent with the classification of the position.

Skill Base

A **Level B Academic** shall have qualifications and/or experience recognised by the institution as appropriate for the relevant discipline area.

In determining experience relative to qualifications, regard is had to teaching experience, experience in research, experience outside tertiary education, creative achievement, professional contributions and/or to technical achievement.

SELECTION CRITERIA:

1. A PhD in International Relations or cognate discipline
2. A record of outstanding independent research in the field of International Relations as evidenced by publications in peer reviewed journals/books in one or more of the following areas: Asia-Pacific security (especially with a focus on great power politics and/or the Korean Peninsula), Chinese Foreign Policy, Foreign Policy Analysis (especially with a focus on Australian Foreign Policy), and Global Governance.
3. An ability and commitment to win bids for competitive external funding to support individual and collaborate research activities
4. A demonstrated ability to undertake curriculum development, deliver quality teaching and supervise undergraduate and postgraduate students.
5. The ability to contribute to university administration and successfully interact with relevant industry/business/professional/government organisations.
6. Excellent oral and written English language skills and a demonstrated ability to communicate and interact effectively with a variety of staff and students in a cross-disciplinary environment and to foster respectful and productive working relationships with staff, students and colleagues at all levels
7. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a university context.

Supervisor/Delegate Signature:	MJD	Date:	25.9.19
Printed Name:	Dr Mathew Davies	Uni ID:	U4073197

References:

[General Staff Classification Descriptors](#)

[Academic Minimum Standards](#)



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Pre-Employment Work Environment Report

Position Details

College/Div/Centre	CAP	Dept/School/Section	IR/Bell/CAP
Position Title	Lecturer	Classification	Academic Level B
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 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 checked="" 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/	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
carcinogens			genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	immunisations	<input type="checkbox"/>	<input type="checkbox"/>
OTHER POTENTIAL HAZARDS (please specify):					

Supervisor's Signature:	MJD	Print Name:	Dr Mathew Davies	Date:	25.9.19.
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