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| **Position Description** |

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| **Lecturer, English and/or Creative Writing (Teaching Focussed)** | |
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| **Position No:** | NEW |
| **Business Unit:** | Provost |
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| **Division:** | School of Humanities and Social Sciences |
| **Department:**  **Classification Level:** | Languages and Cultures  Level B Teaching-Focussed |
| **Employment Type:** | Full-Time (1.0 FTE), Continuing |
| **Campus Location:** | Melbourne (Bundoora) |
| **Other Benefits:** | <http://www.latrobe.edu.au/jobs/working/benefits> |

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

**Position Context/Purpose**

La Trobe University’s Department of Languages and Cultures seeks to appoint an excellent candidate to a continuing full-time (1.0 FTE) position as a Lecturer in English and Creative Writing. This teaching-focussed position is designed to help deliver the English and Creative Writing curriculum which has relied heavily on casual staff in the past. The successful applicant will contribute to excellence in teaching and learning across the English and Creative Writing curriculum.

Prior experience as a casual staff member teaching English and or Creative Writing subjects at La Trobe within the last two years is required for this role.

**Duties at this level will include:**

* Teaching subjects providing a high-quality learning experience that engages students through the conduct of lectures, tutorials, workshops and/or other sessions in online, blended or face-to-face modes.
* Providing constructive, fair and timely feedback on learning to students.
* Working with subject or course coordinators on innovative subject and course level curriculum design, development and review in areas such as, but not restricted to, online, and blended delivery, and assist in taking an evidence-based approach to evaluate how these initiatives improve the student experience.
* Undertaking other duties and administrative functions commensurate with the classification and scope of the position as required by the Head of Department or Head of School.
* Coordinating and contributing to the teaching of core and core choice subjects in English and/or Creative Writing.

**Essential Criteria**

**Skills and knowledge required for the position**

* Completion of a PhD degree in the relevant discipline, and evidence of participation in higher level study relevant to discipline or professional area.
* Demonstrated ability to be effective in teaching and curriculum development in face-to-face, blended and/or online modes, as evidenced by, for example, high results on student feedback on teaching surveys relative to their peers, or through other forms of evidence.
* Evidence of innovative initiatives undertaken in the last three years that have improved the student experience.
* Demonstrated ability to undertake learning and teaching scholarship.
* Effective oral and written communication skills, including the ability to interact effectively, collaboratively and productively with staff and students from a diverse range of backgrounds.
* Demonstrated ability to work as a team member in a collaborative and collegial manner.
* Demonstrated ability to use the LMS system including the gradebook.
* Demonstrated capacity to mark undergraduate level assessment tasks in the field of English and/or Creative Writing.
* Demonstrated ability to co-supervise honours and postgraduate students.

**Capabilities required to be successful in the position**

* Ability to demonstrate self-awareness, see things from another person’s perspective and actively seek out and act on feedback to improve knowledge, skills and behaviour.
* Ability to work collaboratively, recognise the value of diversity and model accountability, connectedness, innovation and care.
* Ability to think creatively, explore new ideas and respectfully challenge existing practices in order to improve current ways of working.

**Essential Compliance Requirements**

To hold this La Trobe University position the occupant must:

* hold, or be willing to undertake and pass, a Victorian Working with Children Check; AND
* take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

**Other Information**

The position description is indicative of the initial expectation of the role and subject to changes to University goals and priorities, activities or focus of the job.

**Position Flexibility**

La Trobe University is committed to providing a diverse, inclusive and respectful working environment for all staff. We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

**Why La Trobe:**

* Develop your career at an innovative, global university where you’ll collaborate with community and industry to create impact.
* Enjoy working on our inspiring and stunning campuses – the perfect hub for industry, students and academics
* Help transform the lives of students, partners and communities now and in the future

This is more than just a job. Working at La Trobe offers opportunities to demonstrate excellence and transform lives.

Here, you’ll join exceptional people, partners and communities, who power our operations with ambition and purpose.

Our success can be attributed to its strong sense of community. We have a long-standing commitment to diversity, inclusion and social justice; we are committed to providing a workplace where all staff feel valued, respected and supported to achieve their full potential. We strive to build a workplace where all employees of diverse backgrounds, abilities, experiences, sexuality, gender, religion and age are welcome, valued, respected and one that is representative of our community. We demonstrate our cultural qualities by holding ourselves accountable and creating a culture of trust and innovation while genuinely caring for one another.

**La Trobe’s Cultural Qualities:**

A close-up of a few words

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For Human Resource Use Only

Initials: Date: