

Position Description

Associate Lecturer, Crime, Justice and Legal Studies

Position No:	New
Business Unit:	Office of the Provost
Division:	School of Humanities and Social Sciences
Department:	Department of Social Inquiry
Classification Level:	Level A Teaching Focussed
Employment Type:	Doctoral Teaching Assistant, Part-Time (0.2 FTE), Fixed Term (up to 3 years)
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 Social Inquiry seeks to appoint an excellent candidate to a fixed term Level A Teaching Fellowship to be held concurrently as a PhD candidate at La Trobe University. This teaching-focussed position is designed to help deliver the Crime, Justice and Legal Studies curriculum, which has relied heavily on casual staff in the past. The successful applicant will contribute to excellence in teaching and learning across the curriculum taught by the Crime, Justice and Legal Studies team, which includes the CJLS major within the Bachelor of Arts, and the Criminology Degree, which is co-taught with the Law School. Applicants must be currently enrolled as a PhD candidate at La Trobe University.

Position Purpose

A Level A academic with a teaching focussed appointment is expected to contribute to the development of curriculum, assist in the coordination of subjects, facilitate tutorials, undertake assessment, and support students as they learn. In addition, a teaching focussed academic will support the administrative functions of the discipline as well as undertake scholarly work relevant to the development of learning and teaching in their discipline or professional field. This position can be based at any La Trobe campus and will contribute to teaching, particularly at the undergraduate level, by providing general academic support for Crime, Justice and Legal Studies subjects.

Duties at this level will include:

- Under the guidance of subject coordinators, provide a high-quality learning experience that engages students through the conduct of lectures, tutorials and workshops, and/or other sessions in online, blended or face-to-face modes.
- Provide constructive, fair and timely feedback on learning to students.
- Work 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.
- Develop a scholarly approach to learning and teaching by contributing to La Trobe's Scholarship of Learning and Teaching, including sharing of good practice.
- Contribute to knowledge transfer and to building relationships at a local level.
- Undertake other duties and administrative functions commensurate with the classification and scope of the position as required by the Discipline Cluster Lead, Head of Department or Dean.

Essential Criteria

Skills and knowledge required for the position

- Completion of a Bachelor's degree in a relevant discipline.
- Evidence of participation in higher level study relevant to the discipline or professional area – this position is only available to current La Trobe Graduate Research students and only for a period not extending beyond the academic year in which the person ceases to be a student.
- 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.
- 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.
- Experience in using subject administration systems effectively, including timetabling, learning management systems, results reporting, and student record systems.
- Evidence of innovative teaching-related initiatives undertaken in the last three years that have improved the student experience.
- Demonstrated ability to work as a team member in a collaborative and collegial manner.
- Ability to engage with the Scholarship of Teaching and Learning.

Capabilities required to be successful in the position

- 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.
- Ability to implement improvements to local processes.
- Ability to build a culture of continuous improvement, implementing ideas generated by team members.

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

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:

WE ARE CONNECTED



We are **connected** to each other and the communities around us. We engage with those communities to learn from our past, inform our present and impact our future.

WE ARE INNOVATIVE



We are **innovative** in tackling the most important issues of our time. We are inquisitive and seek to develop new ideas that positively impact the way we work and the world around us.

WE ARE ACCOUNTABLE



We are **accountable** for what we do and share a commitment to excellence. We are courageous and respectful in the way we hold ourselves and each other to account.

WE CARE



We **care** about what we do and value the power of education and research. We care about each other and strive to create a safe and inclusive community.

For Human Resource Use Only

Initials: Date: