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| ANU_LOGO_mono black_FA.jpg | Position Description |

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| **College/Division:** | CASS |
| **Faculty/School/Centre:**  | RSHA |
| **Department/Unit:**  | School of Literature, Languages and Linguistics |
| **Position Title:**  | Associate Lecturer/Lecturer in Linguistics |
| **Classification:** | Academic Level A or B  |
| **Position No:** |  |
| **Responsible to:** | Head of School |
| **Number of positions that report to this role:** | Some casual session academic tutors may report to this position as teaching assistants only |

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| **PURPOSE STATEMENT**The ANU School of Literature, Languages and Linguistics seeks to appoint a **Level A/B Academic** (**Teaching and Research)** to contribute to its strong research and teaching programs in Linguistics for a two-year fixed term appointment. The appointee will be a skilled teacher in the area of linguistics, with the capacity to enthuse students in introductory linguistics courses, to teach more experienced undergraduate and postgraduate students and to supervise Honours and Masters students. Expertise is sought in one or more of the following teaching areas: cross cultural communication, phonetics/phonology, syntax. The appointee will be expected to have an active research agenda which includes plans for seeking funding opportunities. The appointee will be active in professional service within ANU, and nationally and internationally in their relevant disciplines, as well as in the broader community.KEY ACCOUNTABILITY AREASPosition Dimension & RelationshipsThe scholar appointed will be located in the School of Literature, Languages and Linguistics, and will work within the Linguistics and Applied Linguistics program of the School, while collaborating with other areas across the School and university, in particular, with the wide range of scholars in Language Studies at ANU. The successful candidate will contribute to the education and research aims of the College of Arts and Social Sciences. They will be positioned for potential intellectual collaboration with scholars across the University (including the ARC Centre of Excellence for the Dynamics of Language, the Institute for Communication in Health Care, the Centre for Digital Humanities Research, the Humanities Research Centre, and The Australian National Dictionary Centre). Role Statement**Specific duties required of a Level A Academic may include:*** Develop, coordinate and teach courses at undergraduate and postgraduate levels.
* Develop a strong research agenda and publish in the peer-reviewed literature.
* Supervise Honours and MA students.
* Undertake administrative duties within the Program, School and College.
* Seek external grants.
* Establish and maintain relations with relevant community groups, schools and professional associations.
* Comply with ANU policies and procedures, in particular, those related to work health and safety and equal opportunity.
* Carry out other duties as allocated by the supervisor or the Vice-Chancellor consistent with the classification of the position.

Role StatementSpecific duties required of a Level B Academic may include:* Develop, coordinate and teach courses at undergraduate and postgraduate levels.
* Carry out high quality research and publish in the peer-reviewed literature.
* Supervise Honours and MA students.
* Undertake administrative duties within the Program, School and College.
* Seek external grants.
* Establish and maintain relations with relevant community groups, schools and professional associations.
* Comply with ANU policies and procedures, in particular, those related to work health and safety and equal opportunity.
* Carry out other duties as allocated by the supervisor or the Vice-Chancellor consistent with the classification of the position.
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| **SELECTION CRITERIA:****Academic Level A**1. A PhD in Linguistics or related field and a track record of scholarly research and publications (relative to opportunity); Applicants nearing completion will be considered;
2. Ability and willingness to deliver quality teaching using innovative methods in **introductory linguistics courses** and one or more of the following areas: **Cross cultural communication, Phonetics/phonology, Syntax**;
3. Evidence of a strong research agenda, and ability to form part of, and contribute positively to, the dynamic research culture of the School;
4. Capacity and willingness to recruit and supervise Honours/MA students;
5. Capacity and willingness to perform administrative duties and undertake community outreach relevant to the Program, [School](https://slll.cass.anu.edu.au/) and [College](https://cass.anu.edu.au/);
6. Demonstrated ability to establish and maintain effective and harmonious relations with colleagues;
7. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a university context.

**Academic Level B**1. A PhD in Linguistics or related field and a track record of high-level scholarly research and publications (relative to opportunity);
2. Ability and willingness to deliver quality teaching using innovative methods in **introductory linguistics courses** and one or more of the following areas: **Cross cultural communication, Phonetics/phonology, Syntax**;
3. Evidence of a strong research agenda, and ability to form part of, and contribute positively to, the dynamic research culture of the School;
4. Capacity and willingness to recruit and supervise Honours/MA students;
5. Capacity and willingness to perform administrative duties and undertake community outreach relevant to the Program, [School](https://slll.cass.anu.edu.au/) and [College](https://cass.anu.edu.au/);
6. Demonstrated ability to establish and maintain effective and harmonious relations with colleagues;
7. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a university context.
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| **Supervisor/Delegate Name:** |  | **Date:** |  |
| [Academic Minimum Standards](https://services.anu.edu.au/human-resources/enterprise-agreement/schedule-4-minimum-standards-for-academic-levels-msal-0) |

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|  | Pre-Employment Work Environment Report |

# Position Details

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| **College/Div/Centre** | CASS, RSHA | **Dept/School/Section** | SLLL |
| **Position Title** | Lecturer | **Classification** | Academic Level A/B |
| **Position No.**  |        | **Reference No.** |   |

In accordance with the Work Health and Safety Act 2011 (Cth) the University has a primary duty of care, so far as reasonably practicable, to ensure the health and safety of all staff while they are at work in the University.

1. 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.
2. This form is used to advise potential applicants of work environment and health and safety hazards prior to application.
3. Once an applicant has been selected for the position they must familiarise themselves with the University WHS Management System via Handbook guidance <https://services.anu.edu.au/human-resources/health-safety/whs-management-system-handbook>
4. The hazards identified below are of generic nature in relation to the position. It is not correlated directly to training required for the specific staff to be engaged. Identification of individual WHS training needs must be in accordance with WHS Local Training Plan and through the WHS induction programs and Performance Development Review Process.
5. ‘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

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| 1. 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.
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| **TASK** | **regular** |  | **occasional** |  | **TASK** | **regular** |  | **occasional** |
| key boarding | [x]  |  | [ ]  |  | laboratory work | [ ]  |  | [ ]  |
| lifting, manual handling | [ ]  |  | [ ]  |  | work at heights | [ ]  |  | [ ]  |
| repetitive manual tasks | [ ]  |  | [ ]  |  | work in confined spaces | [ ]  |  | [ ]  |
| Organizing events | [ ]  |  | [ ]  |  | noise / vibration | [ ]  |  | [ ]  |
| fieldwork & travel | [ ]  |  | [ ]  |  | electricity | [ ]  |  | [ ]  |
| driving a vehicle | [ ]  |  | [ ]  |  |  |  |  |  |
| **NON-IONIZING RADIATION** |  |  |  |  | **IONIZING RADIATION** |  |  |  |
| solar | [ ]  |  | [ ]  |  | gamma, x-rays | [ ]  |  | [ ]  |
| ultraviolet | [ ]  |  | [ ]  |  | beta particles | [ ]  |  | [ ]  |
| infra red | [ ]  |  | [ ]  |  | nuclear particles | [ ]  |  | [ ]  |
| laser | [ ]  |  | [ ]  |  |  |  |  |  |
| radio frequency | [ ]  |  | [ ]  |  |  |  |  |  |
| **CHEMICALS** |  |  |  |  | **BIOLOGICAL MATERIALS** |  |  |  |
| hazardous substances | [ ]  |  | [ ]  |  | microbiological materials | [ ]  |  | [ ]  |
| allergens | [ ]  |  | [ ]  |  | potential biological allergens | [ ]  |  | [ ]  |
| cytotoxics | [ ]  |  | [ ]  |  | laboratory animals or insects | [ ]  |  | [ ]  |
| mutagens/teratogens/carcinogens | [ ]  |  | [ ]  |  | clinical specimens, including blood | [ ]  |  | [ ]  |
| pesticides / herbicides | [ ]  |  | [ ]  |  | genetically-manipulated specimens | [ ]  |  | [ ]  |
|  |  |  |  |  | immunisations | [ ]  |  | [ ]  |
| **OTHER POTENTIAL HAZARDS (please specify):** |
| **Supervisor/Delegate Name:** |  | **Date:** |  |  | **Date:** |  |