

	<div style="display: flex; justify-content: space-between; align-items: center;"> <div> <b>Australian National University</b> </div> <div> <h2 style="margin: 0;">Position Description</h2> </div> </div>
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<b>College/Division:</b>	ANU College of Health and Medicine
<b>Faculty/School/Centre:</b>	The John Curtin School of Medical Research (JCSRM)
<b>Department/Unit:</b>	
<b>Position Title:</b>	Research / Teaching Fellow
<b>Classification:</b>	Academic Level C / D – Full time 7 years (Tenure-track)
<b>Position No:</b>	
<b>Responsible to:</b>	Head of relevant Department and Associate Director Science Education, JCSMR
<b>Number of positions that report to this role:</b>	
<b>Delegation(s) Assigned:</b>	N/A

### PURPOSE STATEMENT:

The John Curtin School of Medical Research (JCSMR) is a multi-disciplinary medical research institute with a distinguished history in Cancer, Immunology, Genomics and Neuroscience research. The Fellow will be responsible for undertaking independent research of international standing as well as leading undergraduate and postgraduate coursework teaching programs.

### Position Dimension & Relationships:

The Fellow will be a member of JCSMR within the College of Health and Medicine. The position requires a research strength consistent with themes already established at JCSMR and will be accountable to the Head of the relevant department. The position will also involve convening a 3rd year undergraduate science course or a Masters program in one of the following disciplines: cancer, human genetics, immunology, and neuroscience, which is accountable to the JCSMR Associate Director (Education). The Fellow will be expected to work collegially and collaboratively with other members of JCSMR and the wider university, as well as having mentoring roles for students and early career researchers. They will be expected to bring their established national and international collaborative networks.

### Role Statement:

Specific duties required of a **Level C Academic** will be:

- Undertake high impact independent research, publishing original and innovative articles in pre-eminent general or first quartile specialist peer-reviewed journals. Present research at national and international conferences and collaborate with other researchers at a national and/or international level.
- Make a strong contribution to the teaching activities of the School. This includes initially convening one course in the disciplines noted above, the preparation and delivery of lectures, practicals, tutorials, and workshops, the preparation of online material, marking and assessment, consultations with students, the initiation and development of course/subject materials.
- Expand teaching in their particular discipline at JCSMR. This may include increasing the cohort size of their course or extending scope by developing new courses.
- Actively seek and secure external funding by preparing research proposal submissions to external funding bodies and promotion of research links with outside bodies and have oversight for financial management of their research laboratory.
- Provide leadership in research, including project management and the supervision and mentoring of honours and postgraduate research students, early career researchers and research support staff in their research laboratory.
- Undertake various research and teaching related administrative functions.
- Lead outreach activities including to prospective students, industry, government, the media and the general public.
- Proactively contribute to all aspects of the operation of the School and College. This may include representation through committee membership.
- Comply with all ANU policies and procedures and in particular those relating to work health and safety and equal opportunity.
- Other duties as allocated by the supervisor or the Vice-Chancellor consistent with the classification of the position.

Specific duties required of a **Level D Academic** will be:

- Undertake high impact independent research, publishing original and innovative articles in pre-eminent general or first quartile specialist peer-reviewed journals. Present research at prestigious international conferences and collaborate with other researchers at an international level.
- Make a strong contribution to the teaching activities of the School. This includes initially convening one course in the disciplines noted above, the preparation and delivery of lectures, practicals, tutorials, and workshops, the preparation of online material, marking and assessment, consultations with students, the initiation and development of course/subject materials.
- Expand teaching in their particular discipline at JCSMR. This may include increasing the cohort size of their course or extending scope by developing new courses, and actively leading overall curriculum development in the discipline and across the College.
- Actively seek and secure external funding including the preparation and leadership of major multi-party collaborative research proposals, e.g. Centres of Excellence, and promotion of research links with outside bodies, and have oversight for financial management of their research laboratory.
- Provide leadership in research, including project management and the supervision and mentoring of honours and postgraduate research students, early career researchers and research support staff in their research laboratory and the School.
- Undertake various research and teaching related administrative functions.
- Lead and initiate outreach activities including to prospective students, industry, government, the media and the general public.
- Proactively contribute to all aspects of the operation of the School, College and University more broadly. This may include representation through committee membership and taking on leadership and broad supervisory roles.
- Comply with all ANU policies and procedures and in particular those relating to work health and safety and equal opportunity.
- Other duties as allocated by the supervisor or the Vice-Chancellor consistent with the classification of the position.

**SELECTION CRITERIA FOR A LEVEL C ACADEMIC:**

1. A PhD or medical qualification with a strong track record of independent research in an area that is relevant to JCSMR's research base, as evidenced by publications in pre-eminent, peer-reviewed international journals and invitations to speak at national and international scientific conferences. Research awards and a record of developing and maintaining collaborations will also be used to judge merit.
2. Evidence of effective teaching and course development at an undergraduate level and of the ability to contribute to setting the education agenda at a local level.
3. A track record of articulating and prosecuting innovative research of international standing and an original and compelling research vision that aligns with research in JCSMR.
4. A record of winning bids for competitive external funding to support individual and collaborative research activities.
5. A track record of mentoring and supervising undergraduate and postgraduate research students.
6. Excellent communication skills, both written and oral, with a demonstrated ability to work effectively, both independently and collaboratively with people from diverse backgrounds and as a member of multidisciplinary teams.
7. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a university context.

**SELECTION CRITERIA FOR A LEVEL D ACADEMIC:**

1. A PhD or medical qualification with a strong track record of independent research in an area that is relevant to JCSMR's research base, as evidenced by highly-cited publications in leading, peer-reviewed international journals and invitations to speak at prestigious national and international scientific conferences. Prestigious research awards, a record of developing and maintaining collaborations with world leading researchers and institutes and elite membership of professional institutes will also be used to judge merit.
2. Evidence of effective teaching and course development at an undergraduate level and of the ability to contribute significantly to setting the education agenda at a local and College level.
3. A strong track record of articulating and prosecuting innovative research of international standing and an original and compelling research vision that aligns with research in JCSMR.
4. A strong record of leading and winning bids for competitive external funding to support individual and collaborative research activities, and the ability to identify similar opportunities for others to pursue and to provide mentoring in the process.
5. A track record of mentoring and supervising undergraduate and postgraduate research students as evidenced by, for example, the subsequent positions held by these students.
6. Ability to provide academic leadership and to mentor and develop colleagues to achieve goals.
7. Excellent communication skills, both written and oral, with a demonstrated ability to work effectively, both independently and collaboratively with people from diverse backgrounds and as a member of multidisciplinary teams.
8. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a university context.

**Delegate Signature:****Date:**

Printed Name:

Professor Simon Foote

**Position:** Director, JCSMR**References:**[Academic Minimum Standards](#)



# Pre-Employment Work Environment Report

## Position Details

College/Div/Centre	CHM	Dept/School/Section	JCSMR
Position Title	Research/Teaching Fellow	Classification	Academic Level C/D
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](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](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](http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp)

## Potential Hazards

<ul style="list-style-type: none"> <li>Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a <b>regular</b> or <b>occasional</b> part of the duties.</li> </ul>			
<b>TASK</b>	<b>regular</b>	<b>occasional</b>	
key boarding	×		
lifting, manual handling	<input type="checkbox"/>	<input type="checkbox"/>	
repetitive manual tasks	<input type="checkbox"/>	<input type="checkbox"/>	
catering / food preparation	<input type="checkbox"/>	<input type="checkbox"/>	
fieldwork & travel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
driving a vehicle	<input type="checkbox"/>	<input type="checkbox"/>	
<b>NON-IONIZING RADIATION</b>			
solar			
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	
infra red	<input type="checkbox"/>	<input type="checkbox"/>	
laser	<input type="checkbox"/>	<input type="checkbox"/>	
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>	
<b>CHEMICALS</b>			
hazardous substances			
allergens	<input type="checkbox"/>	<input type="checkbox"/>	
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	
mutagens/teratogens/	<input type="checkbox"/>	<input type="checkbox"/>	
carcinogens			
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	
<b>TASK</b>	<b>regular</b>	<b>occasional</b>	
laboratory work	×		
work at heights	<input type="checkbox"/>	<input type="checkbox"/>	
work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>	
noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>	
electricity	<input type="checkbox"/>	<input type="checkbox"/>	
<b>IONIZING RADIATION</b>			
gamma, x-rays			
beta particles	<input type="checkbox"/>	<input type="checkbox"/>	
nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>	
<b>BIOLOGICAL MATERIALS</b>			
microbiological materials			
potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>	
laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>	
clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>	
genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>	
immunisations	<input type="checkbox"/>	<input type="checkbox"/>	
<b>OTHER POTENTIAL HAZARDS (please specify):</b>			

<b>Supervisor's Signature:</b>		<b>Print Name:</b>		<b>Date:</b>	
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