

## Position Description

### Lecturer in English and/or Creative Writing

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<b>Position No:</b>	50148236
<b>Business Unit:</b>	Office of the Provost
<b>Division:</b>	School of Humanities & Social Sciences
<b>Department:</b>	Languages & Cultures
<b>Classification Level:</b>	Level B Teaching Focussed (Maternity Leave replacement)
<b>Employment Type:</b>	Part time, Fixed Term (0.8 – 13/6/2022-30/6/2023)
<b>Campus Location:</b>	Melbourne (Bundoora)
<b>Other Benefits:</b>	<a href="http://www.latrobe.edu.au/jobs/working/benefits">http://www.latrobe.edu.au/jobs/working/benefits</a>

Further information about:

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

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## **Position Context/Purpose**

A Level B teaching academic is expected to develop curriculum, teach and undertake other scholarly work relevant to their discipline or professional field. This position involves contributing to the teaching and research in English and/or Creative Writing. This position covers a maternity leave.

The successful candidate will have a demonstrated ability to coordinate and teach at least two of the following three subjects:

- Editing and Publishing (CPW3EAP)
- Poetics, Aesthetics and Performativity (ENG4POE)
- Shakespeare and His Contemporaries (ENG3SAC)

They will have a relevant research, publications and a supervision/mentoring track record.

Should the successful candidate be able to cover only two subjects, they will be expected to take on teaching in other subjects depending on their area of expertise and/or take on more Honours/HDR supervisions to make up the full workload of the role.

### **Duties at this level will include:**

- Coordinate and teach subjects providing a high-quality learning experience that engages students through the conduct of lectures, tutorials, practical classes and workshops, in online, blended and face-to-face modes.
- Provide constructive, fair and timely feedback on learning to students.
- Initiate, and participate in innovative subject and course level curriculum design (including the embedding of employability capabilities), development and review in areas such as, but not restricted to, online and blended delivery.
- Provide principal or co-supervision to Honours, Masters and PhD students.
- Demonstrate effectiveness by taking an evidence-based approach to evaluate learning and teaching initiatives, and continue to develop professional practice skills, knowledge and expertise.
- Demonstrate a scholarly approach to learning and teaching by contributing to La Trobe's SOLT including sharing of good practice.
- Undertake 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.

## **Essential Criteria**

### **Skills and knowledge required for the position**

- PhD degree as appropriate for the relevant discipline areas.
- Demonstrated effectiveness in teaching, curriculum development and subject coordination in face-to-face, blended and/or online modes, as evidenced by sustained high results on student feedback on teaching surveys, teaching excellence awards or through other forms of evidence.
- Sound analytical skills with an ability to communicate complex information clearly both orally and in writing.
- Demonstrated high level oral and written communication skills, including the ability to interact effectively, collaboratively and productively with staff and students from a diverse range of backgrounds.
- High level organisational skills with the ability to set priorities, meet deadlines, initiate and follow-up actions, all with minimal or no supervision.
- Evidence of innovative initiatives undertaken in the last three years that have improved the student experience, and the evaluation of effectiveness of these initiatives.
- Demonstrated ability to engage with and produce work related to the Scholarship of Teaching and Learning.

- Ability to supervise, or co-supervise, honours and postgraduate students.
- Demonstrated postgraduate supervision or mentoring experience.

### 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.
- Ability to enable a safe, inclusive, high-performing team culture, prioritising staff mental health and wellbeing.

### 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.
- Have completed a PhD or its equivalent in English or Creative Writing.
- Demonstrate proof of academic excellence in English and/or Creative Writing, including a publication record appropriate to career opportunities.
- Have experience with curriculum development and coordination of subjects.
- Demonstrate commitment to continuing high level research, the ability and willingness to supervise postgraduate research students, and the potential to attract research funding.
- Have well-developed personal attributes including excellent organisational skills, effective communication skills, ability to work independently as well as co-operatively within a disciplinary and interdisciplinary team context.

### 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.

### La Trobe Cultural Qualities

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

- **We are *Connected*:** We connect to the world outside — the students and communities we serve, both locally and globally.
- **We are *Innovative*:** We tackle the big issues of our time to transform the lives of our students and society.

- *We are **Accountable**:* We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
- *We **Care**:* We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.

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Initials:              Date: