Australian National University

Position Description

College/Division:	ANU College of Engineering & Computer Science
School/Centre:	Research School of Engineering
Department/Unit:	
Position Title:	Lecturer
Classification:	Academic Level B/C
Position No:	TBA
Responsible to:	Director, Research School of Engineering

PURPOSE STATEMENT:

The ANU College of Engineering and Computer Science (CECS) is one of the premier engineering and computer science research institutions in the world. Comprising the Research School of Computer Science (RSCS) and the Research School of Engineering (RSEng), both are recognised as research leaders in their respective areas continuing the tradition of excellence in research and research-led education. The College is at the leading edge within numerous fields, including logic, algorithms and data, signal processing, artificial intelligence, computer vision and robotics, computational mechanics, materials, fabrication, big software systems, renewable energy, networked systems and quantum cybernetics.

The Research School of Engineering brings together the best and brightest researchers, scholars and fosters a vibrant culture that prepares our students for a career in a field central to progress in nearly all aspects of life in the 21st century.

The purpose of this appointment is to assist with the delivery of the school's education programs within the Research School of Engineering.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The position is located within RSEng, a close-knit research and teaching community, made up of high performing academic and professional staff, students and visitors sharing a deep commitment to transforming the future of engineering for the next generation. The appointee is accountable to the Director of the Research School. The appointee will liaise with relevant professional and academic staff members within the Research School of Engineering and the ANU as well as establishing relationships with the wider research community to enhance cross-disciplinary collaborations.

As part of a team the appointee will undertake specific duties to deliver high quality teaching including contributing to curriculum design, developing new approaches to teaching delivery, conducting tutorials and practical classes, marking, undertaking consultations with students, and appropriate administrative tasks.

Although this appointment will have a special focus on education, all academic members of RSEng are required to contribute to the research, education and outreach agendas of the School both nationally and internationally in a manner that is appropriate to their level of appointment. They will also be expected to contribute cooperatively to the overall intellectual life of the School, College and University.

Role Statement:

ANU Academic Level B:

In their role as academic level B in the Research School of Engineering the appointee will be expected to:

1. Make a major contribution to the education programs of the School spending about 70% of the time on education. This will include working with an experienced RSEng academic on the preparation, delivery and operation of some part of the School's coursework education program, particularly the large first/second year courses. It may also include convening instantiations of these courses and working with other academic units within the ANU or with external parties who have a stake in these courses.
2. Take a lead role in creating an engaging environment for students enrolled in RSEng courses including initiating extracurricular activities and promoting opportunities outside of RSEng.
3. Contribute to outreach activities for prospective students, research institutes, industry, government, the media and the general public.
4. Undertake high impact independent research in an area related to one of the theme areas of the School with a view to publishing original and innovative results in international peer- reviewed publications, presenting research at academic seminars and at national and international conferences, and collaborate with other researchers at a national and/or international level.
5. Actively seek and secure external funding including the preparation and submission of research proposals to external funding bodies.
6. Supervise students working on individual or group projects at undergraduate, honours, and graduate-coursework levels.
7. Contribute to the supervision of research students.
8. Supervise and develop less senior staff, especially tutors.
9. Proactively contribute to all aspects of the operation of the School and College. This may include representation through committee membership or holding a formal role.
10. Maintain and actively promote high academic standards in all education, research and administration endeavours including working cooperatively and harmoniously with colleagues.
11. Take responsibility for their own workplace health and safety and not willfully place at risk the health and safety of another person in the workplace.
12. Perform other duties as required consistent with the classification level of the position.

ANU Academic Level C:

In their role as Academic Level C in the Research School of Engineering the appointee will be expected to :

1. Make a major contribution to the education programs of the School spending about 70% of the time on education. This will include working with an experienced RSEng academic on the preparation, delivery and operation of some part of the School's coursework education program, particularly the large first/second year courses. It may also include convening instantiations of these courses and working with other academic units within the ANU or with external parties who have a stake in these courses.
2. Take a lead role in creating an engaging environment for students enrolled in RSEng courses including initiating extracurricular activities and promoting opportunities outside of RSEng;
3. Course coordination including the initiation and development of course material;
4. Supervision of major honours or postgraduate research projects including the supervision of the program of study of honours students and of postgraduate students engaged in course work;
5. Undertake high impact independent research in an area related to one of the theme areas of the School with a view to publishing original and innovative results in international peer-reviewed publications, presenting research at academic seminars and at national and international conferences, and collaborate with other researchers at a national and/or international level;
6. Lead, supervise and develop less senior academic and research support staff in your research area.
7. Actively seek and secure external funding including the preparation and submission of research proposals to external funding bodies;
8. Lead outreach activities including to prospective students, research institutes, industry, government, the media and the general public.
9. Proactively contribute to all aspects of the operation of the School and College. This may include representation through committee membership or holding a formal role;
10. Maintain and actively promote high academic standards in all education, research and administration endeavours including working cooperatively and harmoniously with colleagues;
11. Take responsibility for their own workplace health and safety and not wilfully place at risk the health and safety of another person in the workplace;
12. Perform other duties as required consistent with the classification level of the position.

SELECTION CRITERIA:

ANU Academic Level B

1. A PhD in Electrical Engineering, Materials Engineering or a related area, with a potential for impact within the field, whether demonstrated through academic outputs, industry Research and Development experience, industry engagement, entrepreneurship or other suitable measures.
2. Knowledge across a broad range of Engineering disciplines and principles, including at least some of Electrical Engineering, Mechanical Engineering, Materials Engineering, Systems Engineering, Biomedical Engineering, Mechatronics, Telecommunications, Renewable Energy.
3. Demonstrated ability to deliver quality education programs under minimal supervision.
4. The ability to relate to a diverse cohort of students, and to conceive, initiate and run extracurricular activities that enhance the student experience.
5. Evidence of having worked cooperatively and harmoniously with a diverse range of colleagues, with the ability to work both as a team member and as a team leader.
6. Excellent oral and written English language skills and a demonstrated ability to communicate and interact effectively with a variety of staff and students in a cross-disciplinary academic environment and to foster respectful and productive working relationships with staff, students and colleagues at all levels.
7. Ability to complement and/or enhance significantly the activities of one or more of the existing research groups within the School and to contribute to the School's diversity and inclusion agenda.
8. A demonstrated high-level understanding of equal opportunity principles and a commitment to the application of these policies in a University context.

ANU Academic Level C

1. A PhD in Electrical Engineering, Materials Engineering or a related area, with demonstrated impact within the field, whether through academic outputs, industry Research and Development experience, industry engagement, entrepreneurship or other suitable measures.
2. Knowledge across a broad range of Engineering disciplines and principles, including at least some of Electrical Engineering, Mechanical Engineering, Materials Engineering, Systems Engineering, Biomedical Engineering, Mechatronics, Telecommunications, Renewable Energy.
3. Evidence of effective teaching at all levels and to a high standard, and the ability to contribute to setting the education agenda of the School
4. The ability to relate to a diverse cohort of students, and to conceive, initiate and run extracurricular activities that enhance the student experience.
5. Evidence of having worked cooperatively and harmoniously with a diverse range of colleagues, with the ability to work both as a team member and as a team leader.
6. Excellent oral and written English language skills and a demonstrated ability to communicate and interact effectively with a variety of staff and students in a cross-disciplinary academic environment and to foster respectful and productive working relationships with staff, students and colleagues at all levels.
7. Ability to complement and/or enhance significantly the activities of one or more of the existing research groups within the School and to contribute to the School's diversity and inclusion agenda.
8. Demonstrated experience undertaking administrative and service roles to support the School and the University.
9. A demonstrated high-level understanding of equal opportunity principles and a commitment to the application of these policies in a University context.

Supervisor Signature:		**Date:**	
Printed Name:		**Uni ID:**	

References:

General Staff Classification Descriptors

Academic Minimum Standards

Pre-Employment Work Environment Report

Please note the Pre-Employment Work Environment Report form must be completed by the supervisor of the advertised position and provided electronically and separately, as it needs to be uploaded into ANU Recruit system and available for applicants to download when reviewing the position documentation. Without this form jobs cannot be advertised.

Pre-Employment Work Environment Report

Position Details

College / Div / Centre		**Dept / School / Section**	
Position Title		**Classification**	
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 Enrolment on relevant OHS training courses should also be arranged – see 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

Potential Hazards

- 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.

TASK	regular	occasional	TASK	regular	occasional
key boarding	☐	☐	laboratory work	☐	☐
lifting, manual handling	☐	☐	work at heights	☐	☐
repetitive manual tasks	☐	☐	work in confined spaces	☐	☐
catering / food preparation	☐	☐	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's Signature:		**Print Name:**		**Date:**	