

## Lecturer in Information Studies

School of Information Studies  
Faculty of Arts and Education

Classification	Level B
Delegation Band	<a href="#">Delegations and Authorisations Policy (see Section 3)</a>
Nature of Employment	Continuing Teaching and Research
Workplace Agreement	<a href="#">Charles Sturt University Enterprise Agreement</a>
Date Last Reviewed	February 2020

### Our University Values



### Our Core Competencies

Charles Sturt University (CSU) staff are expected to demonstrate the following competencies:

#### ***Set Direction and Deliver Results***

- Creating and innovating.
- Delivering results and meeting customer expectations.
- Entrepreneurial and commercial thinking.

#### ***Collaborate with Impact***

- Relating and networking.
- Working with people.
- Persuading and influencing.

#### ***Lead Self and Others***

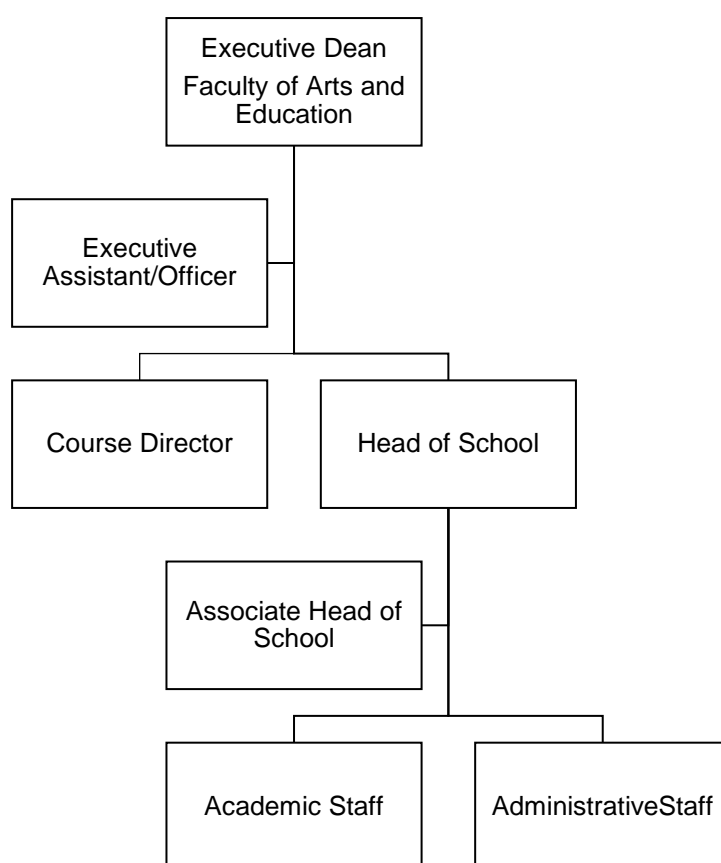
- Adhering to principles and values.
- Deciding and initiating action.
- Adapting and responding to change.

## Faculty of Arts and Education; School of Information Studies,

The Faculty of Arts and Education is a newly created Faculty at Charles Sturt University. It builds on the strengths of the previous Faculties of Education and Arts and has significant opportunities to realise new learning and community engagement synergies. The Faculty is comprised of seven Schools and one Centre. It includes the School of Information Studies, School of Indigenous Australian Studies, School of Education, School of Teacher Education, School of Humanities and Social Sciences, School of Communication and Creative Industries, School of Theology and the Centre for Islamic Studies and Civilisation. With over 9000 online and 3000 internal students, the Faculty is an innovator in online and blended learning modes, across its on-campus and online courses.

As part of CSU's Faculty of Arts and Education, the School of Information Studies is Australia's largest provider of education for the information professions. The School offers highly regarded, industry-focused postgraduate and undergraduate courses, including a Bachelor and Master of Information Studies, as well as Master of Education courses in Teacher Librarianship and Knowledge Networks & Digital Innovation. The School also supports a successful PhD program. Where appropriate its courses are accredited by the Australian Library and Information Association, the Australian Society of Archivists and the Records and Information Management Association of Australasia. The School offers a dynamic and enthusiastic academic environment balancing teaching and research. The University's research in Library and Information Studies was rated 'above world standard' in the recent national assessment exercise (Excellence in Research for Australia) conducted by the Australian Research Council.

### Organisational Chart



### **Reporting Relationships**

This position reports to: Head of School

This position supervises: Not applicable

### **Key Working Relationships**

- Head of School
- Associate Head of School
- Course Director
- Faculty and School Staff

### **Position Overview**

The Lecturer in Information Studies will actively engage in teaching, research and curriculum development in the School of Information Studies. The appointee will be responsible for teaching multiple subjects across the information studies Bachelor and Master curriculum. We are particularly seeking people with teaching and research capacity in Information Organisation, Archives and Records Management, or Library and Information Services. The appointee will participate in the administration and ongoing curriculum development and progress an active research profile that aligns with the direction of both the University and School. Occasional domestic travel is required as part of this position.

### **Principal Responsibilities**

- Apply CSU learning and teaching methodologies, processes, technologies and tools to deliver high-quality student-centred learning opportunities in the relevant discipline and as required to meet the teaching needs of the University.
- Supervise Higher Degree by Research students.
- Build strong professional relationships with students and provide timely and appropriate consultation and feedback.
- Actively contribute to collaborative processes to design, deliver and continually improve high-quality courses and learning experiences for students including the giving and receiving of constructive feedback.
- Provide leadership and management, as appropriate, in the convening, coordination and delivery of subjects and/or courses. This may include coordinating and/or leading other staff including casual academic staff.
- Proactively develop and foster relationships with a range of stakeholders including community, government departments, and professional bodies.
- Conduct ethical, high-quality research and contribute to knowledge through scholarship, publication and presentation and execute a research plan that aligns with CSU's Research Plan and objectives including pursuing funding opportunities.
- Identify and create opportunities for collaborative research projects with internal and external researchers and stakeholders.
- Continue to build a record of research/creative work which contributes to the development of the discipline whilst maintaining up-to-date research records within CSU's research database.

- Actively contribute to the governance, marketing and promotion, and administrative activities to facilitate the work of the Faculty/School.
- Other duties appropriate to the classification as required.

### **Capabilities**

- A proven ability to engage with a wide range of students, staff, community members and representatives from the library and information management community.
- Well-developed knowledge and skills in library and information studies
- Excellent oral and written communication and teaching skills.

### **Physical Capabilities**

The incumbent may be required to:

- Work in other environments beyond the school such as other campuses as well as possible car and air travel. It will include work with a diverse range of staff, students and community members.
- Sit for long periods at a computer desk performing administrative tasks including typing, reading and marking.
- On occasion drive a university vehicle distances up to 500kms per day within the terms of the University's Driving Hours Guidelines and Policy available at <https://policy.csu.edu.au/document/view-current.php?id=184>.

### **Selection Criteria**

Applicants are expected to address the selection criteria when applying for this position.

#### **Essential**

- A doctoral qualification in information studies or related discipline, or equivalent accreditation and professional standing.
- A record of research relevant to the discipline, which demonstrates a capacity to make an autonomous contribution in one of the following three areas of information studies: information organisation, archives and records management, or library and information services.
- Demonstrated capacity to deliver high-quality student-centred learning and teaching in a tertiary environment including in one of the following areas of information studies: information organisation, archives and records management, or library and information services.
- Demonstrated high level written and oral communication and interpersonal skills including negotiating, presenting, active listening and the giving and receiving of constructive feedback.
- Demonstrated high level analytical, critical thinking and problem-solving skills and demonstrated ability to build strong partnerships, networks and relationships to achieve professional and team objectives.
- Demonstrated capacity to utilise and embrace current and emerging technologies for effective online teaching and other work objectives.
- Membership or membership eligibility for an appropriate professional association (e.g. Australian Library and Information Association or the Australian Society of Archivists).

**Desirable**

- H. Capacity to teach in other areas of the information and library studies curriculum
- I. Active involvement in the library or information professions.

## **Information for Prospective Staff**

### **Your Application**

E-recruitment is the method by which CSU manages its recruitment processes and it is preferred that all applications be lodged using this method. Please refer to [www.csu.edu.au/jobs/](http://www.csu.edu.au/jobs/).

If intending applicants are unable to access this website, please contact the HR Service Centre on 02 6338 4884.

### **Staff Benefits**

CSU is committed to providing an employment environment that fosters teamwork, innovation, reflective practice, continual learning, knowledge sharing and opportunities for staff to achieve their full potential. CSU is committed to providing a flexible working environment that encourages employees to live a balanced lifestyle, combining work and family responsibilities.

To find out more: <http://www.csu.edu.au/jobs/working-with-us/benefits-and-rewards>.

### **Essential Information for Staff**

- All employees have an obligation to comply with all the University's workplace health & safety policies, procedures and instructions and not place at risk the health and safety of any other person in the workplace;
- All employees are required to be aware of and demonstrate a commitment to the principles of equal opportunity in the workplace;
- All employees are to ensure the creation and maintenance of full and accurate records of official University business adheres to the University's Records Management Policies; and
- All employees are expected to undertake an induction program on commencement.

Further information regarding the policy and procedures applicable to Workplace, Health and Safety and Equal Opportunity can be found on the CSU website <http://www.csu.edu.au/division/hr/>.

Further information regarding the policies and procedures of CSU can be found in the CSU Policy Library at <https://www.csu.edu.au/about/policy>.

The following links are listed from the [CSU Policy Library](#) on relevant specific policies:

- [Code of Conduct](#)
- [Staff Generic Responsibilities Policy](#)
- [Delegations and Authorisations Policy](#)
- [Outside Professional Activities Policy](#)
- [Intellectual Property Policy](#)