



## Position Description

|  |   |
|--|---|
| <b>College/Division:</b>                             | ANU College of Asia and the Pacific               |
| <b>Faculty/School/Centre:</b>                        | School of Culture, History and Language           |
| <b>Department/Unit:</b>                              |   |
| <b>Position Title:</b>                               | Lecturer  |
| <b>Classification:</b>                               | Academic Level B                                  |
| <b>Position No:</b>                                  | -   |
| <b>Responsible to:</b>                               | Director, School of Culture, History and Language |
| <b>Number of positions that report to this role:</b> | -   |
| <b>Delegation(s) Assigned:</b>                       | -   |

### PURPOSE STATEMENT:

The School of Culture, History and Language (CHL) seeks to appoint a Lecturer, **Japanese Language and Studies** (Level B) to contribute to the Japanese language and Studies program. CHL is a community of researchers dedicated to investigating and learning with and about the people, languages, and lands of Asia and the Pacific. We are proud that the study, teaching and valuing of Asian and Pacific languages at the School is unrivalled in Australia. Excellence in language education is a core value of our scholarly enterprise. This excellence underpins the cultural knowledge and expertise of our scholars.

The ANU College of Asia and the Pacific (CAP) leads intellectual engagement with the Asia-Pacific region through research, teaching and contributions to public debate, and seeks to set the international standard for scholarship concerning the region. The College has a unique transdisciplinary and interregional mandate, and CHL exemplifies this special perspective on academic excellence. Our research is organised around themes of Culture, History, Language, and Environment across the disciplines of Anthropology; Archaeology and Natural History; Gender, Media and Cultural Studies; Languages; Literature; Linguistics; and History.

The Lecturer is expected to undertake work in all three areas of academic activity –research, education and service (including outreach). The allocation of time to each area will be discussed with the position supervisor annually and be reflective of the appointee's research agenda, school and interdisciplinary teaching requirements and leadership opportunities within the School environment. The Lecturer may also be required to supervise or mentor less-senior staff, and undertake leadership roles as applicable. The staff member will contribute cooperatively to the overall intellectual life of the School, College and University.

### KEY ACCOUNTABILITY AREAS:

#### Position Dimension & Relationships:

The Lecturer will be a member of the School of Culture, History and Languages (CHL) and is accountable to the Director, School of Culture, History and Language. The Lecturer will be expected to work collegially, leading by example to develop and maintain effective, productive and beneficial workplace relationships with all academic and professional School and College staff, students and honorary appointees, as well as with industry stakeholders. This position will also have a mentoring role for students and will engage in collegial and productive collaborations with local, national and where possible, international colleagues.

#### Role Statement (Academic Level B):

Under the broad direction of the Director, School of Culture, History and Language, the Lecturer will:

1. Contribute to the Japanese Language and Studies teaching activities of the School at the undergraduate and graduate levels. This includes, but is not limited to, the preparation and delivery of lectures and tutorials, the preparation of online material, marking and assessment, consultations with students, acting as subject coordinators and the initiation and development of course/subject material.
2. Undertake independent research in the area of Japanese Language and Japanese Studies with a view to publishing original and innovative results in refereed journals, presenting research at academic seminars and at national and international conferences, and collaborating with other researchers at a national and/or international level.
3. Actively seek and secure external funding including the preparation and submission of research proposals to external funding bodies.
4. Supervise students working on individual or group projects at undergraduate, honours, graduate-coursework levels. Supervision of research students.
5. Supervise junior staff and research support staff in your research area.

6. Actively contribute to all aspects of the operation of the School. This may include representation through committee memberships.
7. Assist in outreach activities including to prospective students, research institutes, industry, government, the media and the general public.
8. Maintain high academic standards in all education, research and administration endeavours.
9. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity
10. Undertake other duties as required, consistent with the classification of the position.

### **Skill Base**

A **Level B Academic** shall have qualifications and/or experience recognised by the institution as appropriate for the relevant discipline area.

In many cases a position at this level will require a doctoral or masters qualification or equivalent accreditation and standing.

In determining experience relative to qualifications, regard is had to teaching experience, experience in research, experience outside tertiary education, creative achievement, professional contributions and/or to technical achievement.

### **SELECTION CRITERIA (Academic Level B):**

1. A PhD in Japanese Language and Studies or a related area, with a track record of independent research in the field as evidenced by publications in peer-reviewed journals and conferences, a record of developing and maintaining collaborations and by other measures such as awards, and invitations to present at conferences.
2. Evidence of ability to teach Japanese Language and Studies at all levels, with a demonstrated record of best practice in language teaching, including the development and delivery of innovative courses in second language education or other areas.
3. Evidence of the ability to articulate and prosecute innovative research in the field of Japanese Language and Studies with a vision for the activities to be undertaken at the ANU.
4. A demonstrated ability and commitment to apply for competitive external funding to support individual and collaborative research activities, and school and college outreach activities, for example developing interactions with relevant industry, business, professional, government and civil society organisations,
5. An ability to supervise and graduate high-quality PhD/Masters research students.
6. Native or near-native proficiency in Japanese.
7. 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.
8. The demonstrated ability to work as part of a team, contributing to team management and a demonstrated ability to meet deadlines.
9. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a university context.

**References:** [Academic Minimum Standards](#)



# Pre-Employment Work Environment Report

## Position Details

|                    |          |                     |                  |
|--------------------|----------|---------------------|------------------|
| College/Div/Centre | CAP      | Dept/School/Section | CHL              |
| Position Title     | Lecturer | Classification      | Academic Level B |
| 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

- 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                                     | <input type="checkbox"/> | <input type="checkbox"/> | laboratory work                        | <input type="checkbox"/> | <input type="checkbox"/> |
| lifting, manual handling                         | <input type="checkbox"/> | <input type="checkbox"/> | work at heights                        | <input type="checkbox"/> | <input type="checkbox"/> |
| repetitive manual tasks                          | <input type="checkbox"/> | <input type="checkbox"/> | work in confined spaces                | <input type="checkbox"/> | <input type="checkbox"/> |
| catering / food preparation                      | <input type="checkbox"/> | <input type="checkbox"/> | noise / vibration                      | <input type="checkbox"/> | <input type="checkbox"/> |
| fieldwork & travel                               | <input type="checkbox"/> | <input type="checkbox"/> | electricity                            | <input type="checkbox"/> | <input type="checkbox"/> |
| driving a vehicle                                | <input type="checkbox"/> | <input type="checkbox"/> |  |                          |                          |
| <b>NON-IONIZING RADIATION</b>                    |                          |                          | <b>IONIZING RADIATION</b>              |                          |                          |
| solar  | <input type="checkbox"/> | <input type="checkbox"/> | gamma, x-rays                          | <input type="checkbox"/> | <input type="checkbox"/> |
| ultraviolet                                      | <input type="checkbox"/> | <input type="checkbox"/> | beta particles                         | <input type="checkbox"/> | <input type="checkbox"/> |
| infra red  | <input type="checkbox"/> | <input type="checkbox"/> | nuclear particles                      | <input type="checkbox"/> | <input type="checkbox"/> |
| laser  | <input type="checkbox"/> | <input type="checkbox"/> |  |                          |                          |
| radio frequency                                  | <input type="checkbox"/> | <input type="checkbox"/> |  |                          |                          |
| <b>CHEMICALS</b>                                 |                          |                          | <b>BIOLOGICAL MATERIALS</b>            |                          |                          |
| hazardous substances                             | <input type="checkbox"/> | <input type="checkbox"/> | microbiological materials              | <input type="checkbox"/> | <input type="checkbox"/> |
| allergens  | <input type="checkbox"/> | <input type="checkbox"/> | potential biological allergens         | <input type="checkbox"/> | <input type="checkbox"/> |
| cytotoxics                                       | <input type="checkbox"/> | <input type="checkbox"/> | laboratory animals or insects          | <input type="checkbox"/> | <input type="checkbox"/> |
| mutagens/teratogens/<br>carcinogens              | <input type="checkbox"/> | <input type="checkbox"/> | clinical specimens, including<br>blood | <input type="checkbox"/> | <input type="checkbox"/> |
| pesticides / herbicides                          | <input type="checkbox"/> | <input type="checkbox"/> | genetically-manipulated<br>specimens   | <input type="checkbox"/> | <input type="checkbox"/> |
|  |                          |                          | immunisations                          | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>OTHER POTENTIAL HAZARDS (please specify):</b> |                          |                          |  |                          |                          |
|  |                          |                          |  |                          |                          |

|                            |  |             |  |       |  |
|----------------------------|--|-------------|--|-------|--|
| Supervisor's<br>Signature: |  | Print Name: |  | Date: |  |
|----------------------------|--|-------------|--|-------|--|



|  |   |
|--|---|
| <b>College/Division:</b>                             | ANU College of Asia and the Pacific (CAP)         |
| <b>Faculty/School/Centre:</b>                        | School of Culture, History and Language           |
| <b>Department/Unit:</b>                              |   |
| <b>Position Title:</b>                               | Senior Lecturer                                   |
| <b>Classification:</b>                               | Academic Level C                                  |
| <b>Position No:</b>                                  | -   |
| <b>Responsible to:</b>                               | Director, School of Culture, History and Language |
| <b>Number of positions that report to this role:</b> | -   |
| <b>Delegation(s) Assigned:</b>                       | -   |

## PURPOSE STATEMENT:

The School of Culture, History and Language (CHL) seeks to appoint a Senior Lecturer, **Japanese Language and Studies** (Level C) to contribute to the Japanese language and Studies program. CHL is a community of researchers dedicated to investigating and learning with and about the people, languages, and lands of Asia and the Pacific. We are proud that the study, teaching and valuing of Asian and Pacific languages at the School is unrivalled in Australia. Excellence in language education is a core value of our scholarly enterprise. This excellence underpins the cultural knowledge and expertise of our scholars.

The ANU College of Asia and the Pacific (CAP) leads intellectual engagement with the Asia-Pacific region through research, teaching and contributions to public debate, and seeks to set the international standard for scholarship concerning the region. The College has a unique transdisciplinary and interregional mandate, and CHL exemplifies this special perspective on academic excellence. Our research is organised around themes of Culture, History, Language, and Environment across the disciplines of Anthropology; Archaeology and Natural History; Gender, Media and Cultural Studies; Languages; Literature; Linguistics; and History.

The Senior Lecturer is expected to undertake work in all three areas of academic activity –research, education and service (including outreach). The allocation of time to each area will be discussed with the position supervisor annually and be reflective of the appointee's research agenda, school and interdisciplinary teaching requirements and leadership opportunities within the School environment. The Senior Lecturer may also be required to supervise or mentor less-senior staff, and undertake leadership roles as applicable. The staff member will contribute cooperatively to the overall intellectual life of the School, College and University.

## KEY ACCOUNTABILITY AREAS:

### Position Dimension & Relationships:

The Senior Lecturer will be a member of the School of Culture, History and Languages (CHL) and is accountable to the Director, School of Culture, History and Language. The Lecturer will be expected to work collegially, leading by example to develop and maintain effective, productive and beneficial workplace relationships with all academic and professional School and College staff, students and honorary appointees, as well as with industry stakeholders. This position will also have a mentoring role for students and will engage in collegial and productive collaborations with local, national and where possible, international colleagues.

### Role Statement (Academic Level C):

Under the broad direction of the Director, School of Culture, History and Language, the Senior Lecturer will:

1. Make a strong contribution to the teaching activities of the School at the undergraduate and graduate levels. This includes, but is not limited to, the preparation and delivery of lectures and tutorials, the preparation of online material, marking and assessment, consultations with students, acting as subject coordinators and the initiation and development of course/subject material and actively lead overall curriculum development in the discipline
2. Undertake high impact research in the area of Japanese Language and Japanese Studies with a view to publishing original and innovative results in international refereed journals, presenting research at academic seminars and at national and international conferences, and collaborating with other researchers at a national and/or international level.
3. Actively seek and secure external funding including the preparation and submission of research proposals to external funding bodies.

4. Supervise students working on individual or group projects at undergraduate, honours, graduate-coursework levels. Supervision of research students.
5. Lead, supervise and develop less senior academic staff and research support staff in your research area
6. Proactively contribute to all aspects of the operation of the School and College. This may include representation through committee memberships
7. Lead outreach activities including to prospective students, research institutes, industry, government, the media and the general public
8. Maintain and actively promote high academic standards in all education, research and administrative endeavours
9. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity
10. Undertake other duties as required, consistent with the classification of the position.

### Skill Base

A **Level C Academic** will normally have advanced qualifications and/or recognised significant experience in the relevant discipline area. A position at this level will normally require a doctoral qualification or equivalent accreditation and standing.

In determining experience relative to qualifications, regard shall be had to teaching experience, experience in research, experience outside tertiary education, creative achievement, professional contributions and/or to technical achievement.

In addition a position at this level will normally require a record of demonstrable scholarly and professional achievement in the relevant discipline area.

### SELECTION CRITERIA (Academic Level C):

1. A PhD in Japanese Language and Studies or related area, with a strong track record of independent research in the field as evidenced by cited publications in peer-reviewed journals and presentations at conferences, a record of developing and maintaining collaborations and by other measures such as awards and invitations to present at conferences
2. Evidence of the ability to teach Japanese Language and Studies at all levels, with a demonstrated record of best practice in language teaching, including the development and delivery of innovative courses in second language education or other areas, at the appropriate level and the ability to contribute to setting the education agenda of the School
3. A track record of articulating and prosecuting innovative research in the field of Japanese Language and Studies with a vision for the activities they will undertake at the ANU
4. A record of winning bids for competitive external funding to support individual and collaborate research activities and school and outreach activities, for example interactions with relevant industry, business, professional, government and civil society organisations
5. A track record of successfully supervising and graduating high quality PhD/Masters research students
6. Native or near-native proficiency in Japanese
7. 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 environment and to foster respectful and productive working relationships with staff, students and colleagues at all levels
8. Demonstrated ability to lead and work as part of a team and a demonstrated ability to meet deadlines
9. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a university context.

**Supervisor/Delegate Signature:**

**Date:**

Printed Name:

**Uni ID:**

### References:

[General Staff Classification Descriptors](#)

[Academic Minimum Standards](#)



# Pre-Employment Work Environment Report

## Position Details

|                    |                 |                     |                  |
|--------------------|-----------------|---------------------|------------------|
| College/Div/Centre | CAP             | Dept/School/Section | CHL              |
| Position Title     | Senior Lecturer | Classification      | Academic Level C |
| Position No.       |                 | Reference No.       |                  |

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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

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| TASK   | regular                  | occasional               | TASK                                   | regular                  | occasional               |
|--|--------------------------|--------------------------|--|--------------------------|--------------------------|
| key boarding                                     | <input type="checkbox"/> | <input type="checkbox"/> | laboratory work                        | <input type="checkbox"/> | <input type="checkbox"/> |
| lifting, manual handling                         | <input type="checkbox"/> | <input type="checkbox"/> | work at heights                        | <input type="checkbox"/> | <input type="checkbox"/> |
| repetitive manual tasks                          | <input type="checkbox"/> | <input type="checkbox"/> | work in confined spaces                | <input type="checkbox"/> | <input type="checkbox"/> |
| catering / food preparation                      | <input type="checkbox"/> | <input type="checkbox"/> | noise / vibration                      | <input type="checkbox"/> | <input type="checkbox"/> |
| fieldwork & travel                               | <input type="checkbox"/> | <input type="checkbox"/> | electricity                            | <input type="checkbox"/> | <input type="checkbox"/> |
| driving a vehicle                                | <input type="checkbox"/> | <input type="checkbox"/> |  |                          |                          |
| <b>NON-IONIZING RADIATION</b>                    |                          |                          | <b>IONIZING RADIATION</b>              |                          |                          |
| solar  | <input type="checkbox"/> | <input type="checkbox"/> | gamma, x-rays                          | <input type="checkbox"/> | <input type="checkbox"/> |
| ultraviolet                                      | <input type="checkbox"/> | <input type="checkbox"/> | beta particles                         | <input type="checkbox"/> | <input type="checkbox"/> |
| infra red  | <input type="checkbox"/> | <input type="checkbox"/> | nuclear particles                      | <input type="checkbox"/> | <input type="checkbox"/> |
| laser  | <input type="checkbox"/> | <input type="checkbox"/> |  |                          |                          |
| radio frequency                                  | <input type="checkbox"/> | <input type="checkbox"/> |  |                          |                          |
| <b>CHEMICALS</b>                                 |                          |                          | <b>BIOLOGICAL MATERIALS</b>            |                          |                          |
| hazardous substances                             | <input type="checkbox"/> | <input type="checkbox"/> | microbiological materials              | <input type="checkbox"/> | <input type="checkbox"/> |
| allergens  | <input type="checkbox"/> | <input type="checkbox"/> | potential biological allergens         | <input type="checkbox"/> | <input type="checkbox"/> |
| cytotoxics                                       | <input type="checkbox"/> | <input type="checkbox"/> | laboratory animals or insects          | <input type="checkbox"/> | <input type="checkbox"/> |
| mutagens/teratogens/<br>carcinogens              | <input type="checkbox"/> | <input type="checkbox"/> | clinical specimens, including<br>blood | <input type="checkbox"/> | <input type="checkbox"/> |
| pesticides / herbicides                          | <input type="checkbox"/> | <input type="checkbox"/> | genetically-manipulated<br>specimens   | <input type="checkbox"/> | <input type="checkbox"/> |
|  |                          |                          | immunisations                          | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>OTHER POTENTIAL HAZARDS (please specify):</b> |                          |                          |  |                          |                          |
|  |                          |                          |  |                          |                          |

|                            |  |             |  |       |  |
|----------------------------|--|-------------|--|-------|--|
| Supervisor's<br>Signature: |  | Print Name: |  | Date: |  |
|----------------------------|--|-------------|--|-------|--|