

Position Description

College / Division:	ANU College of Science
Faculty / School / Centre:	Mathematical Sciences Institute
Department / Unit:	Mathematical Sciences Institute
Position Title:	First Year Co-ordinator – Lecturer/Senior Lecturer/Associate Professor
Classification:	Academic Level B, C or D
Position No:	
Responsible to:	Associate Director (Education)

PURPOSE STATEMENT:

The First Year Co-ordinator will contribute to the teaching efforts of the Mathematical Sciences Institute (MSI), through convening the first-year courses in the Mathematics undergraduate curriculum. The First Year Co-ordinator will contribute to the undergraduate course development for the new Bachelor of Mathematical Science, and is expected to implement and evaluate innovative approaches to student learning. The successful applicant may also undertake research that aligns with existing research strengths of the MSI.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The First Year Co-ordinator reports to the Associate Director (Education), and works closely with the Undergraduate Convenor, to develop and coordinate a program that will nurture and support first year undergraduate students enrolled in mathematics courses. This position will specifically support students undertaking the new Bachelor of Mathematical Sciences degree. The First Year Co-ordinator will work collegially with all colleagues within the School, College and broader university to deliver a robust and effective first year program.

Role Statement:

Specific duties required of a Level B Academic (First Year Co-ordinator/Lecturer) may include:

- Making a significant contribution to teaching as the First Year Co-ordinator for the undergraduate program. This will include but is not limited to development and coordination of a robust first year program that nurtures and supports mathematics students, particularly those enrolled in the Bachelor of Mathematical Sciences.
- Liaising with academic colleagues both within MSI and from other Schools/Colleges to ensure course design and delivery suits the needs of all stakeholders, particularly in the service-teaching stream.
- Teaching of large first year courses. Teaching duties include, but are not limited to: the preparation and delivery of lectures, tutorials, practical classes, demonstrations, workshops, and seminars, designing course content in consultation with senior staff, marking and assessment of student work, and consultation with students.
- Monitor the progress of students enrolled in the Bachelor of Mathematical Sciences degree that have a requirement for particular levels of academic achievement.
- Liaison with the Science Teaching and Learning Centre (STLC) and Centre for Higher Education, Learning and Teaching (CHELT) to oversee the preparation and delivery of online course content.
- Support the preparation and delivery of course content for negotiated articulation agreements with Chinese Universities.
- Coordinating and overseeing the Maths Learning Centre, designed to provide one-to-one support to students.
- Undertake independent research in mathematics with a view to publishing original and innovative results in refereed journals, present research at academic seminars and at national and international conferences, and collaborate with other researchers at a national and/or international level.
- Explore possibilities for research and education funding opportunities.
- Assist in outreach activities provided to prospective students.
- Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.
- Other duties as required consistent with the classification level of the position.

Skill Base (Academic Level B):

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.

Specific duties required of a Level C Academic (First Year Co-ordinator/Senior Lecturer) may include:

- Making a significant contribution to teaching as the First Year Coordinator for the undergraduate program. This will include but is not limited to development and coordination of a robust first year program that nurtures and supports mathematics students, particularly those enrolled in the Bachelor of Mathematical Sciences.
- Liaising with academic colleagues both within MSI and from other Schools/Colleges to ensure course design and delivery suits the needs of all stakeholders, particularly in the service-teaching stream.
- Overseeing the teaching of large first year courses. Teaching duties include, but are not limited to: the preparation and delivery of lectures, tutorials, practical classes, demonstrations, workshops, and seminars, designing course content in consultation with senior staff, marking and assessment of student work, and consultation with students.
- Monitor the progress of students enrolled in the Bachelor of Mathematical Sciences degree that have a requirement for particular levels of academic achievement.
- Liaison with the Science Teaching and Learning Centre (STLC) and Centre for Higher Education, Learning and Teaching (CHELT) to oversee the preparation and delivery of online course content.
- Support the preparation and delivery of course content for negotiated articulation agreements with Chinese Universities.
- Coordinating and overseeing the Maths Learning Centre, designed to provide one-to-one support to students.
- Undertake independent research in mathematics with a view to publishing original and innovative results in refereed journals, present research at academic seminars and at national and international conferences, and collaborate with other researchers at a national and/or international level
- Explore possibilities for research and education funding opportunities.
- Supervision of students at honours, postgraduate coursework and research levels.
- Lead outreach activities provided to prospective students.
- Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.
- Other duties as required consistent with the classification level of the position.

Skill Base (Academic Level C):

A Level C Academic will normally have advanced qualifications and/or recognised significant experience relevant discipline area. A position at this level will require a doctoral 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.

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

Specific duties required of a Level D Academic (First Year Co-ordinator/Associate Professor) may include:

- Making a significant contribution to teaching as the First Year Co-ordinator for the undergraduate program. This will include but is not limited to development and leadership of a robust first year program that nurtures and supports mathematics students, particularly those enrolled in the Bachelor of Mathematical Sciences.
- Liaising with academic colleagues both within MSI and from other Schools/Colleges to ensure course design and delivery suits the needs of all stakeholders, particularly in the service-teaching stream.
- Overseeing the teaching of large first year courses. Teaching duties include, but are not limited to: the preparation and delivery of lectures, tutorials, practical classes, demonstrations, workshops, and seminars, designing course content in consultation with senior staff, marking and assessment of student work, and consultation with students.
- Monitor the progress of students enrolled in the Bachelor of Mathematical Sciences degree that have a requirement for particular levels of academic achievement.
- Liaison with the Science Teaching and Learning Centre (STLC) and Centre for Higher Education, Learning and Teaching (CHELT) to oversee the preparation and delivery of online course content.
- Support the preparation and delivery of course content for negotiated articulation agreements with Chinese Universities.
- Lead, supervise the Maths Learning Centre, designed to provide one-to-one support to students.
- Undertake high impact independent research in mathematics with a view to publishing original and innovative results in refereed journals, present research at academic seminars and at national and international conferences, and collaborate with other researchers at a national and/or international level.

- Explore possibilities for research and education funding opportunities.
- Maintain and actively promote high academic standards in all education, research and administration endeavours undertaken by the School, the College and the University
- Supervision of students at honours, postgraduate coursework and research levels.
- Lead and initiate community outreach activities provided to prospective students, research institutes and industry.
- Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.
- Other duties as required consistent with the classification level of the position.

Skill Base (Academic Level D):

A Level D Academic will normally have advanced qualifications and/or recognised significant experience relevant discipline area. A position at this level will require a doctoral 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.

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 B (Lecturer):

1. A PhD in Mathematics or related area.
2. Demonstrated commitment to excellence in education/teaching at the undergraduate level.
3. Demonstrated ability to deliver high-quality teaching, including course design, preparation and delivery of lectures, tutorials and assessment, and ability to make a significant contribution to the teaching program.
4. Ability to carry out innovative research contributions at the national or international level as demonstrated by published work.
5. Excellent written and oral communication skills and the ability to establish and maintain effective relationships with staff and students within the School, the University and externally.
6. A demonstrated high level of understanding of equal opportunity principles and a commitment to the application of these policies in a university context.

Academic Level C (Senior Lecturer):

1. A PhD in Mathematics or related area, with a track record of independent research in the field of Mathematical Sciences as evidenced by cited publications in peer-reviewed journals and conferences.
2. Demonstrated commitment to excellence in education/teaching at the undergraduate level.
3. Demonstrated evidence of high-quality teaching, including curriculum design, evaluation, preparation and delivery of lectures, tutorials and assessment, and ability to make a significant contribution to the teaching program.
4. Strong ability to carry out innovative research contributions at the national or international level as demonstrated by a substantial body of published work.
5. Excellent written and oral communication skills and the ability to establish and maintain effective relationships with staff and students within the School, the University and externally.
6. A demonstrated high level of understanding of equal opportunity principles and a commitment to the application of these policies in a university context.

Academic Level D (Associate Professor):

1. A PhD in Mathematics or related area, with a strong track record of independent research in the field of Mathematical Sciences as evidenced by highly cited publications in peer-reviewed journals and conferences a record of developing and maintaining collaborations with world leading researchers and institutes and by other measures such as prestigious awards, invitations to give keynote addresses at leading conferences
2. A proven track record of excellence and innovation in education/teaching at the undergraduate level.
3. A strong record of leading high-quality teaching, including curriculum design, evaluation, preparation and delivery of lectures, tutorials and assessment, and ability to make a significant contribution to enhancing the teaching program.
4. Strong ability to carry out innovative research contributions at the national or international level as demonstrated by a substantial body of published work.
5. Excellent written and oral communication skills and the ability to establish and maintain effective relationships with staff and students within the School, the University and externally.
6. A demonstrated high level of 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:

[Academic Minimum Standards](#)



Pre-Employment Work Environment Report

Position Details

College/Div/Centre	ANU College of Science	Dept/School/Section	Mathematical Sciences Institute
Position Title	First Year Convener / Lecturer, Senior Lecturer or Associate Professor	Classification	Level B, C or 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 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
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:	Associate Director - Education	Date:	August 2019
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