Australian National University

Position Description

College/Division:	ANU College of Science
Faculty/School/Centre:	Research School of Biology
Department/Unit:	-
Position Title:	Lecturer / Senior Lecturer
Classification:	Academic Level B / C
Position No:	TBC
Responsible to:	Associate Director of Education, Research School of Biology Head, Biology Teaching and Learning Centre, Research School of Biology
Number of positions that report to this role:	
Delegation(s) Assigned:	TBC

PURPOSE STATEMENT:

The College of Science at the Australian National University has established a joint education program with Shandong University at Weihai (SDUW) in China. Under the current agreement, Chinese students enrolled in the program will have the opportunity of completing their undergraduate degree here at the ANU with the option to complete a masters degree through a vertical double degree option. ANU academic staff will teach at SDUW in four disciplines: Chemistry, Mathematics, Physics and Quantitative Biology.

The Lecturer/Senior Lecturer will contribute to the teaching efforts of Research School of Biology, through convening quantitative biology courses for the joint ANU-SDUW program as well as within Research School of Biology, and is expected to implement and evaluate innovative approaches to student learning, in both semester-long and intensive courses. The successful applicant may also undertake research, or scholarship of teaching and learning, that aligns with existing research strengths of Research School of Biology.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Lecturer/Senior Lecturer reports to the Associate Director (Education), Research School of Biology, and develop and convene programs that will nurture and support undergraduate students enrolled in ANU-SDUW program as well as courses within Research School of Biology. The Lecturer/Senior Lecturer will work collegially with all colleagues within the School, College and broader university to deliver a robust and effective programs/courses.

Role Statement:

Specific duties required of a Lecturer/Senior Lecturer may include:

- Making a significant contribution to teaching in quantitative biology and bioinformatics. This will include but is not limited to development and coordination of a robust program that nurtures and supports undergraduate students, particularly those enrolled in the ANU-SDUW program.
- Liaising with academic colleagues both within Research School of Biology and from other Schools/Colleges to ensure course design and delivery suits the needs of all stakeholders.
- Teaching of large 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.
- Oversee the provision of academic support to SDUW staff and students at SDUW and at the ANU (as appropriate to their role as the RSB SDUW Program Convenor) and provide appropriate guidance on academic and pastoral support services at the ANU

- Support the preparation and delivery of course content for negotiated articulation agreements with SDUW.
- Undertake independent research in biology or scholarship of teaching and learning 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, where appropriate.
- 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.

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.

SELECTION CRITERIA:

Academic Level B (Lecturer):

1. A PhD in Biology or related area.
2. Demonstrated commitment to excellence in education/teaching in quantitative biology and bioinformatics at the undergraduate level.
3. Demonstrated ability to deliver high-quality teaching, including course design, preparation and delivery of lectures, tutorials and assessment.
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 Biology or related area, with a track record of independent research in the field of quantitative biology as evidenced by cited publications in peer-reviewed journals and conferences.
2. Demonstrated commitment to excellence in education/teaching in quantitative biology and bioinformatics at the undergraduate level.
3. Demonstrated evidence of high-quality teaching, including curriculum design, evaluation, preparation and delivery of lectures, tutorials and assessment.
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/Delegate Signature:		Date:	27 September 2019
Printed Name:	Professor Susan Howitt	Uni ID:	U8303695

References:

Academic Minimum Standards

Pre-Employment Work Environment Report

Position Details

College/Div/Centre	CoS	**Dept/School/Section**	RSB
Position Title	Lecturer / Senior Lecturer	**Classification**	Academic Level B or C
Position No.	TBC	**Reference No.**	TBC

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:**	Professor Susan Howitt	**Date:**	27 Sept 2019