



Position Description

College/Division:	ANU College of Asia and the Pacific
Faculty/School/Centre:	Korea Institute
Department/Unit:	-
Position Title:	Postdoctoral Fellow
Classification:	Level A
Position No:	-
Responsible to:	Director, Korea Institute
Number of positions that report to this role:	Nil
Delegation(s) Assigned:	Nil

PURPOSE STATEMENT:

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 Postdoctoral Fellow will contribute to enhancing the profile of the Korea Institute by offering courses, advising students and participating in research projects on Korea.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Postdoctoral Fellow will maintain an active research program relevant to their area of expertise and interact regularly with Korea specialists and other academic staff in the College of Asia and the Pacific. They will contribute to the further development of the teaching curriculum by offering a course of their design. In addition, they will be expected to contribute to events on Korea designed for the general public as well as the ANU community. The Postdoctoral Fellow will report to the Director of the Korean Institute and will be expected to work collegially with other members of the Institute and within the ANU Community. The Postdoctoral Fellow will be provided with support and guidance from other senior staff within the Korea Institute.

Role Statement:

Under the direction of the Director of ANU Korea Institute, the Postdoctoral Fellow will perform the following tasks:

- Undertake independent research on Korea, with limited supervision and a view to publishing original and innovative research studies in high-quality refereed journals, present research at academic seminars and at national and international conferences, and collaborate with academic staff in the College of Asia and the Pacific on related research projects.
- Teach one course related to their research interest per year. Teaching duties include but are not limited to the preparation and delivery of lectures and tutorials, marking and assessment, and consultations with students.
- Assist with administrative tasks and outreach activities within the ANU Korea Institute under the direction of the Director. This may include, but is not limited to, planning events on campus such as the Korean Studies lecture series, annual Korea Update.
- Other duties as allocated by the supervisor or the Vice-Chancellor consistent with the classification of the position.
- Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.

Skill Base A Level A academic will work with the support and guidance from more senior academic staff and is expected to develop his or her expertise in teaching and research with an increasing degree of autonomy. A Level A academic will normally have completed four years of tertiary study or equivalent qualifications and experience and may be required to hold a relevant higher degree. A Level A academic will normally contribute to teaching at the institution, at a level appropriate to the skills and experience of the staff member, engage in scholarly, research and/or professional activities appropriate to their profession or discipline, and undertake administration primarily relating to their activities at the institution. The contribution to teaching of Level A academics will be primarily at undergraduate and graduate diploma level. 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 contributions to technical achievement.

See the [classification descriptors for professional staff](#)¹ and [minimum standards for academic staff](#)

SELECTION CRITERIA:

1. PhD in Korean Studies or related field (by the time of application, the appointee must have completed and have been awarded the PhD).
2. Evidence of high-quality research, demonstrated by a record of high-standard publications and presentations of research at academic conferences and workshops, and a well-formulated research agenda for future work.
3. A proven record of high-quality teaching, including preparation and delivery of lectures and/or tutorials and assessment tasks, and evidence of a sound understanding of adult learning and teaching principles.
4. Excellent oral and written communication skills with native or near-native fluency in both Korean and English, and a demonstrated ability to communicate, collaborate and interact effectively with a variety of staff and students in a cross-disciplinary academic environment.
5. An ability and willingness to contribute to postgraduate education and outreach activities.
6. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a University context.

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure which sets out the types of checks required by each type of position.

Supervisor/Delegate Name:	Professor Kyung Moon Hwang	Date:	
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References:

[Professional Staff Classification Descriptors](#)

[Academic Minimum Standards](#)

¹[Schedule 5 - Professional staff classification descriptors - Human Resources - ANU](#)

 Australian National University	<h1>Pre-Employment Work Environment Report</h1>
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Position Details

College/Div/Centre	CAP	Dept/School/Section	Korea Institute
Position Title	Postdoctoral Fellow	Classification	Level A
Position No.	TBA	Reference No.	

In accordance with the Work Health and Safety Act 2011 (Cth) the University has a primary duty of care, so far as reasonably practicable, to ensure the health and safety of all staff while they are at work in the University.

- 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 and health and safety hazards prior to application.
- Once an applicant has been selected for the position they must familiarise themselves with the University WHS Management System via Handbook guidance <https://services.anu.edu.au/human-resources/health-safety/whs-management-system-handbook>
- The hazards identified below are of generic nature in relation to the position. It is not correlated directly to training required for the specific staff to be engaged. Identification of individual WHS training needs must be in accordance with WHS Local Training Plan and through the WHS induction programs and Performance Development Review Process.
- '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	<input checked="" 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"/>
Organizing events	<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"/>			
NON-IONIZING RADIATION			IONIZING RADIATION		
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"/>			
CHEMICALS			BIOLOGICAL MATERIALS		
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/ carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
			immunisations	<input type="checkbox"/>	<input type="checkbox"/>
OTHER POTENTIAL HAZARDS (please specify):					
Supervisor/Delegate Name:			Date:		