

# Position description

<b>Position title:</b>	<b>Lecturer/Senior Lecturer, Finance</b>
<b>School/Section/VCO:</b>	<b>Federation Business School</b>
<b>Campus:</b>	<b>Mt Helen Campus</b>
<b>Classification:</b>	<b>Within the Academic Level B or Level C range</b>
<b>Employment mode:</b>	<b>Continuing appointment</b>
<b>Probationary period:</b>	<b>This appointment is offered subject to the successful completion of a probationary period.</b>
<b>Time fraction:</b>	<b>Full-time</b>
<b>Recruitment number:</b>	<b>848293</b>
<b>Further information from:</b>	<b>Professor Christina Lee, Dean, Federation Business School</b> <b>Telephone: (03) 5327 6725</b> <b>E-mail: christina.lee@federation.edu.au</b>
<b>Position description approved by:</b>	<b>Professor Christina Lee</b> <b>Dean, Federation Business School</b>

**This position description is agreed to by:**

\_\_\_\_\_  
Employee name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**The University reserves the right to invite applications and to make no appointment.**

Warning: uncontrolled when printed.

Authorised by: Director, Human Resources  
Document owner: Manager, HR Shared Services

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## Position summary

Appropriate to the level of the appointment, the Lecturer/Senior Lecturer, Finance will be expected to:

### For appointment at Level B:

- contribute to the development and delivery of Finance courses at undergraduate and graduate levels;
- contribute to the School's research program; and
- contribute to the School's administrative functions.

### For appointment at Level C:

- contribute to the development and delivery of Finance courses at undergraduate and graduate levels;
- contribute to the School's research program by participating in research activities and developing or maintaining an active research profile; and
- contribute to the School's administrative functions.

## Key responsibilities

### For appointment at level B:

1. Develop, teach, coordinate and moderate courses in Finance at undergraduate and graduate diploma levels.
2. Undertake teaching and assessment of undergraduate, honours and postgraduate students within the area of Finance.
3. Undertake research activities.
4. Supervise students undertaking project courses and honours programs.
5. Supervise research higher degree students.
6. Participate in team projects and various committees as required.
7. Contribute to the administrative functions of the School.
8. Other responsibilities applicable to a Level B academic under current minimum standards for Academic Levels, as assigned by the Dean of School or Deputy Dean.

### For appointment at Level C:

1. Provide leadership in developing, teaching, coordinating, and moderating courses in Finance at undergraduate, honours and graduate levels.
2. Undertake teaching and assessment of undergraduate, honours and postgraduate students within the area of Finance.
3. Supervise students undertaking project courses, honours programs and research higher degrees.
4. Making a significant contribution to research activity within the School, including high quality publications, obtaining grant income, mentoring and leadership.
5. Participate in team projects and various committee meetings as required.
6. Contribute significantly to the administrative functions of the School undertaking and overseeing broad administrative functions within the School.

7. Other responsibilities applicable to a Level C academic under current minimum standards for Academic Levels, as assigned by the Dean of School.

**Applicable for appointment at both levels:**

1. Reflect and embed the University's Principles, Objectives and Strategic Priorities when exercising the responsibilities of this position. For a more complete understanding and further information please access the Strategic Plan at: <https://federation.edu.au/about-us/our-university/strategic-plan>.
2. Undertake the responsibilities of the position adhering to:
  - The Staff and Child Safe Codes of Conduct and Conflict of Interest Policy and Procedure;
  - Equal Opportunity and anti-discrimination legislation and requirements;
  - the requirements for the inclusion of people with disabilities in work and study;
  - Occupational Health and Safety (OH&S) legislation and requirements; and
  - Public Records Office of Victoria (PROV) legislation.

## Level of responsibility

**For appointment at Level B:**

The Lecturer, Finance will work independently in the conduct of teaching and research activities and be an active contributor to administrative functions within the School.

**For appointment at Level C:**

The Senior Lecturer, Finance will be expected to work independently in the conduct of teaching and research activities, and assume a leadership role within the School in one or more of the areas of teaching, research and administration.

## Training and qualifications

**For appointment at Level B:**

The Lecturer, Finance will hold at least a master's degree. Completion or substantial progress towards completion of a doctoral qualification is desirable.

**For appointment at Level C:**

The Senior Lecturer, Finance will hold a doctoral qualification.

**Applicable for appointment at both levels:**

The Lecturer/Senior Lecturer, Finance will also have completed the Graduate Certificate in Education (Tertiary Teaching) or equivalent. If the Lecturer/Senior Lecturer, Finance does not hold this qualification, they will be required to complete the qualification through the University's Centre for Learning Innovation and Professional Practice upon commencement of their employment (for further information, go to: <http://federation.edu.au/staff/learning-and-teaching/clipp/professional-development/award-programs>).

All academic positions delivering education and/or services to children (a child for this purpose is considered to be someone below the age of 18 years) in first-year undergraduate programs must hold a valid Working with Children Check (WWCC) or hold a current registration with the Victorian Institute of Teaching (VIT).

## Position/Organisational relationships

The Lecturer/Senior Lecturer, Finance will work under the broad direction of the Dean of School and Deputy Dean and work as part of the School's team of academic and administrative staff.

## Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following Key Selection Criteria:

### For appointment at Level B:

1. A master's degree, with a significant research component. Completion or substantial progress towards completion of a doctoral qualification is desirable.
2. Graduate Certificate in Education (Tertiary Teaching) or equivalent or willingness and commitment to complete this qualification upon commencement of employment.
3. Commitment to scholarship and a potential for academic advancement.
4. Demonstrated commitment to and enthusiasm for teaching, and a good teaching record.
5. Previous experience in academic administration, including the administration of courses.
6. Evidence of research expertise and a demonstrated capacity and preparedness to achieve an active research profile in the field of Finance.
7. Evidence of an ability to work collegially.
8. Demonstrated interpersonal, oral and written communications skills and an ability to relate well to students and other University staff.
9. A capacity to contribute to the supervision of honours and graduate students.
10. Demonstrated ability to develop and implement a student-centred approach with a focus on student educational experience and success.
11. Demonstrated knowledge and application of appropriate behaviours when engaging with children, including children with a disability and from culturally and/or linguistically diverse backgrounds.
12. Demonstrated alignment with the University's commitment to Child Safety.

### For appointment at Level C:

1. A doctoral qualification.
2. Graduate Certificate in Education (Tertiary Teaching) or equivalent or willingness and commitment to complete this qualification upon commencement of employment.
3. Demonstrated commitment to and enthusiasm for teaching and learning, and a good teaching record.
4. Demonstrated record of research at an international level.
5. Demonstrated capacity to supervise honours and research postgraduate students.
6. Capacity to work independently, as well as part of a team.
7. Organisational and administrative abilities necessary for the construction, coordination and administration of courses.
8. Substantial University administrative experience.
9. Excellent interpersonal, oral and written communications skills and an ability to relate well to students and other University staff.

10. Demonstrated commitment and ability to develop and implement a student-centred approach with a focus on student success, including the ability to monitor student success initiatives.
11. Knowledge and understanding of the needs, including learning needs, of a diverse range of students, including those with disabilities.
12. Demonstrated alignment with the University's commitment to Child Safety.

## Minimum Standards for Academic Levels (MSALs) Teaching and research academic staff

### Level B

A Level B academic will undertake independent teaching and research in his or her discipline or related area. In research and/or scholarship and/or teaching a Level B academic will make an independent contribution through professional practice and expertise, and coordinate and/or lead the activities of other staff, as appropriate to the discipline.

A Level B academic will normally contribute to teaching at undergraduate, honours and postgraduate level, engage in independent scholarship and/or research and/or professional activities appropriate to his or her profession or discipline. He or she will normally undertake administration primarily relating to his or her activities at the institution and may be required to perform the full academic responsibilities of and related administration for the coordination of an award program of the institution.

*The standards are not exhaustive of all tasks in academic employment, which is by its nature multi-skilled and involves an overlap of duties between levels.*

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## Minimum Standards for Academic Levels (MSALs) Teaching and research academic staff

### Level C

A Level C academic will make a significant contribution to the discipline at the national level. In research and/or scholarship and/or teaching he or she will make original contributions, which expand knowledge or practice in his or her discipline.

A Level C academic will normally make a significant contribution to research and/or scholarship and/or teaching and administration activities of an organisational unit or an interdisciplinary area at undergraduate, honours and postgraduate level. He or she will normally play a major role or provide a significant degree of leadership in scholarly, research and/or professional activities relevant to the profession, discipline and/or community and may be required to perform the full academic responsibilities of and related administration for the co-ordination of a large award program or a number of smaller award programs of the institution.

*The standards are not exhaustive of all tasks in academic employment, which is by its nature multi-skilled and involves an overlap of duties between levels.*

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