



## Position Description

<b>College/Division:</b>	College of Arts & Social Sciences / Research School of Humanities and the Arts
<b>Faculty/School/Centre:</b>	School of Archaeology and Anthropology
<b>Department/Unit:</b>	Biological Anthropology
<b>Position Title:</b>	Lecturer, Biological Anthropology (Bio-archaeology)
<b>Classification:</b>	<b>Academic Level B</b>
<b>Position No:</b>	00029842
<b>Responsible to:</b>	Head, Biological Anthropology

### PURPOSE STATEMENT:

The School of Archaeology and Anthropology offers both undergraduate and postgraduate programs in the anthropological and archaeological disciplines. In relation to this position, the School is seeking to maintain its strong research profile and successful teaching programs in biological anthropology, and plans to grow capacity in this discipline.

A **Level B Academic (Teaching and Research)** is expected to contribute to the teaching effort of the institution and to carry out activities to maintain and develop his/her scholarly, research and/or professional activities relevant to the profession or discipline.

### KEY ACCOUNTABILITY AREAS:

#### Position Dimension & Relationships:

This position is based in Canberra.

The successful candidate will undertake a significant role in conducting research of international standing, and actively contribute to undergraduate and graduate teaching, and the supervision of research students. The appointee is expected to participate fully throughout the year in all aspects of the academic life of the school, including attending school seminar programs, school and college meetings, and actively engaging in the governance of the school and college.

The successful candidate will be able to deliver existing courses in skeletal analysis, ancient health and disease, forensic anthropology and advanced bioarchaeology. The principal research skill sets sought are those of a biological anthropologist specialising in the health and disease of past populations. The appointee will also be required to contribute to the Honours program, supervise graduate students, and undertake a modest, proportionate role in School administration.

Key responsibilities of the position will include contributing to collaborative research and teaching projects within Biological Anthropology and the School of Archaeology and Anthropology, as well as participating in national and international initiatives.

### Role Statement:

Specific duties required of a **Level B Academic** may include:

Academic Level B:

1. Undertake independent scholarly research and professional activities, with a view to publishing original and innovative findings through national and international refereed journals.
2. Present research at academic seminars and national and international conferences, and collaborate with other research staff both within and outside the University.
3. Seek and secure external funding including the preparation of research proposal submissions to external funding bodies.
4. Teach existing and/or new undergraduate, honours and post-graduate courses in anthropology, including

marking and assessment.

5. Supervise/advise postgraduate and honours research projects.
6. Undertake administrative tasks and professional practice within the School, the College and the wider ANU community at the direction of the Head of School. These contributions include, but are not limited to, attendance and participation in academic staff meetings, participation in curriculum and accreditation reviews and participation in committees in the wider university community.
7. Other duties consistent with the level of the position.

### Skill Base

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

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

In determining experience relative to qualifications, consideration will be given to teaching experience, experience in research, experience outside of the tertiary education sector, creative achievement, and professional contributions and/or to technical achievement.

## SELECTION CRITERIA:

### Selection Criteria:

Level B:

1. Doctorate (minimally submitted) in a field involving bio-archaeology
2. Demonstrated track record of research and publication activity, and evidence of a continuing research agenda.
3. Capacity for high quality teaching, including preparation and delivery of lectures, laboratories and assessments in both the classroom and the field at both undergraduate and postgraduate levels.
4. Proven ability to supervise student research projects at honours and postgraduate levels. Evidence of these skills in the form of documented teaching evaluations will be an advantage.
5. An interest in on-line postgraduate course delivery could be an advantage.
6. Demonstrated ability to communicate and interact effectively with a variety of staff and students, and the ability to promote, develop and maintain strong collaborative relationships both nationally and internationally.
7. A demonstrated understanding of equal opportunity and OH&S principles and policies and a commitment to their application in a university context.

<b>Supervisor Signature:</b>		<b>Date:</b>	23/12/2019
Printed Name:	Dr Alison Behie	<b>Uni ID:</b>	u5075217

## References:

[Academic Minimum Standards](#)



Australian  
National  
University

# Pre-Employment Work Environment Report

## Position Details

<b>College/Div/Centre</b>	CASS	<b>Dept/School/Section</b>	School of Archaeology & Anthropology
<b>Position Title</b>	Lecturer in Biological Anthropology	<b>Classification</b>	Acad Level B
<b>Position No.</b>	00029842	<b>Reference No.</b>	

**In accordance with the Work Health and Safety Act 2011 (Cth) the University has a duty to provide a safe workplace.**

- This form must be completed by the Supervisor of the advertised position and forwarded with the job requisition to Recruitment and Appointments Branch, Human Resources Division. Without this form jobs cannot be advertised.
- This form is used to advise potential applicants of work environment hazards 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 [Health Surveillance Procedure](#)
- Enrolment on relevant Work, Health and Safety (WHS) training courses should also be arranged – see [WHS Training & Induction](#)
- Consideration should be given as to whether 'Regular' hazards identified below should be listed as 'Essential' in the Selection Criteria

## 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
keyboarding	<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"/>
catering / food preparation	<input type="checkbox"/>	<input type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
fieldwork & travel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input checked="" 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/ 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"/>
<b>OTHER POTENTIAL HAZARDS (please specify):</b>					

<b>Supervisor's Signature:</b>		<b>Print Name:</b>	<b>Dr Alison Behie</b>	<b>Date:</b>	<b>23/12/2019</b>
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