



## Position Description

<b>College/Division:</b>	ANU College of Asia and the Pacific
<b>Faculty/School/Centre:</b>	School of Culture, History and Language
<b>Department/Unit:</b>	Indonesian Language Program
<b>Position Title:</b>	<b>Lecturer</b>
<b>Classification:</b>	<b>Academic Level B</b>
<b>Position No:</b>	36063
<b>Responsible to:</b>	Convenor, Indonesian Language Program

### 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 School of Culture, History and Language is a dynamic and diverse community of scholars and professional staff. Effective administration and service excellence is a vital component of the School's work in providing the highest quality education experience to its students, in supporting its academic staff, and ensuring the continuing operational excellence of the School.

### KEY ACCOUNTABILITY AREAS:

#### Position Dimension & Relationships:

The Lecturer reports to the Convenor of the Indonesian language program and works with Program, School, College, and University colleagues to deliver key strategic outcomes in education and research. The Lecturer will be expected to demonstrate excellence in published research, teaching and program management, and have the potential to attract external funding for research.

#### Role Statement:

All academic staff within the College are expected to undertake work in three areas of academic activity - education (teaching and learning), research and service (including outreach). The allocation of time to each area will reflect relative opportunities within School and/or program as well as individual appointment situations. This expectation applies regardless of the level of appointment, the type of appointment an academic holds, or the part of the University in which an academic may have begun their career at ANU.

Under the broad direction of the convenor of the Indonesian (Language) Program the lecturer will:

- Prepare and deliver tutorials, lectures, practical classes, demonstrations, workshops, seminars, and student field excursions.
- Contribute to other educational activities (e.g. guest lectures, short or intensive courses, and executive education).
- Contribute to in-country or study abroad options where suitable.
- Develop assessment aligned with learning outcomes of courses.
- Develop course materials including on the University learning management system.
- Provide support and feedback to ensure students develop as independent learners.
- Integrate research into teaching and implement innovative teaching methods that give effect to the University's commitment to providing a research intensive education.
- Conduct administrative duties associated with teaching.
- Solely or jointly-author articles in top-ranked peer-reviewed journals (this expectation can be moderated if work is undertaken towards a monograph).

- Participate in at least one competitive grant application (every 2 – 3 years).
- Contribute as a panel member or advisory member for HDR students.
- Conduct collaborative and interdisciplinary research as a leader or member.
- Attend departmental and/or faculty meetings and/or participate as a member of at least one School, College or University Committee or Sub-Committee (Education, Research or Administrative) per year
- Contribute to teaching and learning leadership by providing peer support in teaching and learning, team teaching and examining theses
- Support education engagement by contributing to the social media presence in education and programs for broader community/schools etc. (e.g. public speaking engagements)
- Contribute to the capacity building and inclusive culture of the University
- Engage with the local community in dealing with issues of local and/or regional significance. Engagement includes providing access to education and research, communicating and disseminating research results.
- Other duties 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 B Lecturer will undertake independent teaching and research in Indonesian (Language) Studies. In research and/or scholarship and/or teaching, the Lecturer will make an independent contribution through professional practice and expertise and coordinate and/or lead the activities of other staff, as appropriate.

The Lecturer will take full responsibility for or significantly contribute to some of the undergraduate Indonesian language courses at the undergraduate level, and to be active in the supervision and work of postgraduate students where required.

### SELECTION CRITERIA:

1. Experience undertaking Indonesian language curriculum and program development at a tertiary education level, as demonstrated by teaching evaluation scores and other related evidence such as awards or commendations.
2. A completed PhD in Indonesian studies and/or Indonesian language, with a record of independent research in the field of one of the School's program offerings, such as anthropology, culture, media and gender studies, history, linguistics, or a cognate discipline, as evidenced by publications in peer reviewed journals and/or books.
3. Ability to meaningfully contribute to the development of School's Indonesian language program, including successfully interacting with relevant community, industry, business, professional and government organisations in Canberra and beyond.
4. Well-developed oral and written communication skills in English and Indonesian. An ability to liaise effectively and/or develop positive relationships with a wide range of staff and students in Indonesia and in the global Indonesian language scholarly community.
5. Proven ability to work co-operatively in a small team environment.
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.***

**References:** [Minimum Standards for Academic Levels \(MSAL\)](#)



Australian  
National  
University

# Pre-Employment Work Environment Report

## Position Details

<b>College/Div/Centre</b>	College of Asia & the Pacific	<b>Dept/School/Section</b>	CHL
<b>Position Title</b>	Lecturer	<b>Classification</b>	Level B
<b>Position No.</b>	TBA	<b>Reference No.</b>	

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 appended to the back of the Position Description.
- 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](http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp)

## Potential Hazards

<ul style="list-style-type: none"> <li>• Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a <b>regular</b> or <b>occasional</b> part of the duties.</li> </ul>					
<b>TASK</b>	<b>regular</b>	<b>occasional</b>	<b>TASK</b>	<b>regular</b>	<b>occasional</b>
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 checked="" type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
Organizing events	<input checked="" 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 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>					