



Australian
National
University

Position Description

College/Division:	ANU College of Asia and the Pacific
Faculty/School/Centre:	School of Culture, History and Language
Position Title:	Lecturer
Classification:	Academic Level B
Position No:	
Responsible to:	Deputy Director Languages, CHL

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 (CHL) is a community of researchers dedicated to investigating and learning with and about the people, languages, and lands of Asia and the Pacific. We are proud that the study, teaching and valuing of Asian and Pacific languages at the School is unrivalled in Australia. Excellence in language education is a core value of our scholarly enterprise. This excellence underpins the cultural knowledge and expertise of our scholars. Our language teachers keep us at the forefront of language learning and research. The School is also leading the development and delivery of innovative online teaching of our language portfolio and the new appointees will play key roles in continued pedagogical and technological development.

The Lecturer is expected to undertake work in all three areas of academic activity – research, education and service (including outreach). The allocation of time to each area will be discussed with the position supervisor annually and be reflective of the appointees research agenda, school and interdisciplinary teaching requirements and leadership opportunities within the School environment. The Lecturer may also be required to supervise or mentor less senior staff, and undertake leadership roles as applicable. The staff member will contribute cooperatively to the overall intellectual life of the School, College and University.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Lecturer will be a member of the School of Culture, History and Languages (CHL) and is accountable to the Deputy Director, Languages. The Lecturer will be expected to work collegially, leading by example to develop and maintain effective, productive and beneficial workplace relationships within the all academic and professional School and College staff, students and honorary appointees, as well as with industry stakeholders. This position will also have a mentoring role for students and will engage in collegial and productive collaborations with local, national and where possible, international colleagues.

Role Statement:

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

1. Undertake independent research in a related field 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.
2. Actively seek and secure external funding including the preparation and submission of research proposals to external funding bodies.
3. Contribute to the teaching activities of the School at the undergraduate and graduate levels. This includes, but is not limited to, the preparation and delivery of lectures and tutorials, the preparation of online material, marking and assessment, consultations with students, acting as subject coordinators and the initiation and development of course/subject material.
4. Supervise students working on individual or group projects at undergraduate, honours, graduate-coursework levels. Supervision of research students.
5. Actively contribute to all aspects of the operation of the School. This may include representation through committee memberships.

6. Assist in outreach activities including to prospective students, research institutes, industry, government, the media and the general public.
7. Maintain high academic standards in all education, research and administration endeavours.
8. Take responsibility for their own workplace health and safety and not willfully place at risk the health and safety of another person in the workplace.
9. Other duties as required that are consistent with the classification of the position.

Skill Base

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.

SELECTION CRITERIA

1. A PhD in Tok Pisin or related field, with a track record of independent research in the field as evidenced by publications in peer-reviewed journals and conferences, a record of developing and maintaining collaborations and by other measures such as awards, invitations to give talks at leading conferences etc.
2. Native or near-native-speaker competence in Tok Pisin and English, and a demonstrated ability to communicate and interact effectively with a variety of staff and students in a cross-disciplinary academic environment and to foster respectful and productive working relationships with staff, students and colleagues at all levels.
3. A demonstrated ability and commitment to apply for competitive external funding to support individual and collaborative research activities.
4. Demonstrated record of best practice teaching in Tok Pisin (at the University level and/or at other levels).
5. An ability to supervise and graduate high quality PhD/Masters research students.
6. Capacity and willingness to perform administrative duties relevant to the Program, School and College, as well as undertake community outreach and to develop interactions with relevant industry, business, professional, government and civil society organisations, wherever applicable.
7. The demonstrated ability to work as part of a team, contributing to team management and a demonstrated ability to meet deadlines.
8. A demonstrated high-level understanding of equal opportunity principles and a commitment to the application of these policies in a University context.

References: [Academic Minimum Standards](#)