

 Curtin University		Academic Role Statement	
Title:	Associate Lecturer		
Work Function:	Teaching Academic	Category:	Teaching Focussed (TF) / <i>Teaching Focussed Clinical Professional (TFCP)</i>
Level	ALA		
Date last updated:	September 2016		

1. Purpose of Position

This role contributes primarily to teaching and learning, at undergraduate and postgraduate and carries out activities to develop scholarly expertise relevant to the discipline or profession.

The incumbent will develop an understanding across the faculty of the student learning experience. This will contribute to effective teaching, improvement, innovation and the provision of learning support for students across the discipline.

The incumbent is expected to work with the support and guidance of more senior staff and to develop quality teaching expertise.

2. Accountabilities and Responsibilities may include:

Teaching and Learning

- Provide high quality teaching and learning and support for student learning.
- Demonstrate a commitment to improvement and innovation in teaching and participate in the communication and dissemination of teaching practice within the discipline.
- Determine the learning needs of students and provide appropriate teaching and learning support to demonstrate the intended learning outcomes.
- Integrate scholarship research and professional practice in teaching to support learning and online delivery.
- Conduct learning activities online, distributed or face-to-face as appropriate, which stimulate and foster student learning.
- Participate in outreach activities related to teaching and learning
- Assess and provide feedback on learning to students.
- Undertake administrative functions connected to units taught.
- Contribute to curriculum innovation and design to develop students learning.
- Collaborate with course team members to ensure coherent curriculum design and deliver to support learning.
- Participate in team teaching within an established program as required.
- Design and plan learning resources and materials.
- Undertake professional development including peer review in higher education teaching and maintain currency in discipline theory and practice.
- Influence the overall academic, social and cultural experience of higher education through;
 - recognition of the particular learning needs of first year students and facilitating their transition into university learning and ensure students from equity

- and other demographic subgroups receive adequate support to participate and facilitate success in their courses

Service and Leadership

- Contribute to academic service, collegiality and engagement.
 - Participate in external activities relevant to the discipline/profession and community engagement.
 - Model a high standard of professional behavior consistent with the University Code of Conduct and Vision, Mission and Values.
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3. Compliancy and Legislative Requirements

Occupational Safety and Health

All supervising staff are required to undertake effective health and safety measures to ensure compliance with the Occupational Safety and Health Act 1984 and related legislative requirements.

All staff must comply with requirements of the Occupational Safety and Health Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with University and Legislative health and safety requirements.

Ethics Equity and Social Justice

All staff are responsible for informing themselves of their obligations and responsibilities in relation to Ethics, Equity and Social Justice. In particular, all staff must demonstrate appropriate and professional workplace behaviours in accordance with the University's Values and Code of Conduct.

Staff must familiarise themselves and comply with all other University policies and procedures and legislation relevant to the position.

4. Selection Criteria

Applicants are not required to address each element of the selection criteria, but should provide sufficient information in their application to enable the selection panel to make an informed assessment of their suitability for the role.

Applicants need to consider Curtin's Values and how they apply to the advertised position. Curtin is looking for a demonstrated commitment in their professional and/or personal life to the Values of Curtin which are:

- ***Integrity – to act ethically, honestly and with fairness***
- ***Respect – to listen, value and acknowledge***
- ***Courage – to lead, take responsibility and question***
- ***Excellence – to strive for excellence and distinction***
- ***Impact – to empower, enable and inspire***

Essential

1. Progress towards a doctoral qualification in relevant discipline (*or equivalent accreditation and professional standing for Teaching Focused Clinical Professional role*).
2. Demonstrated ability to teach effectively as well as a commitment to reflective improvement in teaching delivery.

3. An understanding of pedagogical theory and contemporary educational practice relevant to the discipline.
4. Demonstrated willingness and ability to contribute to scholarship in teaching through participation in teaching and learning strategies and in professional development in higher education teaching.
5. Demonstrated ability to contribute to curriculum review and renewal.
6. Demonstrated high level communication, interpersonal and organisational skills with a commitment to the development of a collegial and supportive working environment and the ability to interact with students and staff with cross cultural sensitivity.
7. Demonstrated commitment to applying relevant and applicable policies, procedures and legislation in the day-to-day performance of the functions of this position.

Desirable

1. A doctoral qualification in relevant discipline.

5. Capabilities and Behaviours (Curtin Leadership Framework)

It is a requirement that staff in leadership roles exhibit and model capabilities and behaviours consistent with the Curtin Leadership Framework (see http://odu.curtin.edu.au/curtin_leadership_framework.cfm). These include:

Managing Self	Leading Others	Leading Innovation & Change	Leading Strategically	Managing Operations
Understanding self & others	Building & leading high performance teams	Thinking creatively & fostering innovation	Thinking strategically & having vision	Managing Curtin resources
Modelling Curtin Values	Developing staff capability	Managing change	Setting goals & objectives	Continuous quality improvement
Managing time and wellbeing	Facilitating participative decision making	Influencing and inspiring others	Thinking analytically to solve problems	Managing complex projects
Building working relationships	Dealing with conflict			
Effective Communication				