Curtin University	**Academic Role Statement**

Title:	Associate Lecturer

Work Function:	Teaching & Research	**Category:**	Teaching & Research (T&R)

Level	ALA

Date last updated:	September 2016

1. Purpose of Position

This role contributes to both teaching and research, the balance of these two activities being variable by agreement through the Work Planning and Performance Review (WPPR) process. The role also contributes to the scholarship of teaching, service and leadership within the discipline.

The incumbent is expected to work with the support and guidance of more senior staff and to develop expertise in both teaching and research with increasing degrees of autonomy.

2. Accountabilities and Responsibilities may include:

Teaching

- Deliver high quality teaching to undergraduate students and involvement in honours and/or graduate level teaching where appropriate.
- Demonstrate a commitment to improvement and innovation in teaching in response to student feedback.
- Conduct tutorials, practical classes, demonstrations, workshops, student field excursions, clinical sessions and/or studio sessions, as appropriate, which stimulate and foster student learning.
- Mark and assess student work in subjects taught.
- Contribute to curriculum innovation and content design.
- Produce high quality teaching materials and develop subject materials with guidance from the unit/course coordinator.
- Act as a unit coordinator in accordance with skills and capacity
- Keep abreast of current discipline theory and practice.
- Undertake administrative functions connected with subjects taught.

Research

- Contribute to research output, normally as part of a research group.
- Develop a coherent programme of research (to be agreed through WPPR process).
- Participate in applications for competitive funding.
- Disseminate research findings through seminars, workshops and conferences
- Publish/exhibit in high quality journals/outlets (often in collaboration with colleagues) in manner consistent with disciplinary practice.
- Involvement in research honours, research masters, and research doctoral supervision where appropriate.
- Undertake administrative functions associated with research activities.

Service and Leadership

- Contribute to academic service, collegiality and engagement.
- Participate in external activities relevant to the discipline/profession and community engagement.
- Contribute to the development of a collegial and supportive working environment.
- 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 <u>supervising staff</u> 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

<u>All staff</u> 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
2. Demonstrated ability to teach effectively as well as a commitment to reflective improvement in teaching delivery.

3. Demonstrated competency in a range of qualitative and quantitative research tasks (e.g. recruitment, data collection, data analysis and reporting).
4. An understanding of pedagogical theory and contemporary educational practice relevant to the discipline.
5. An emerging research track record/potential to conduct quality research and contribute productively to research teams.
6. Demonstrated ability to contribute to curriculum review and renewal.
7. Demonstrated high level organisational skills.
8. Demonstrated high level communication and interpersonal 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.
9. 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				