**Position Description – Associate Lecturer in \*\*\*\*\*\*\***

*Updated 25 October 2022*

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| POSITION DETAILS |
| **College** | Choose an item. |
| **Organisational Unit** | **Discipline Area** |
| **Supervisor**  | **Dean, People and Resources (or Delegate)** |
| **Classification** | **Academic Teaching & Research (Balanced) Level A** |
| **Employment Type** | Choose an item.**,** Choose an item. |

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| POSITION SUMMARY |
| The Associate Lecturer will be a key member of the academic staff of the DISCIPLINE in the College. Working under routine supervision, the Associate Lecturer will contribute to quality research and/or evaluation endeavours, as well as contribute to the planning and delivery of topics within the suite of undergraduate and/or postgraduate courses. This includes development of teaching materials, delivery of lectures/tutorials or other innovative teaching and learning strategies, examinations and placement education. The incumbent may also be involved in teaching across other courses in the College or other Colleges, where appropriate. The incumbent will be required to contribute to strengthening existing partnerships or exploring new partnerships with external stakeholders that have the potential for providing improved teaching, learning and/or research outcomes for the University. All of these contributions will be under the guidance of an experienced member of academic staff. The incumbent will prioritise, coordinate, monitor workflow and provide informal day‐to-day feedback to research support staff and casual academic teaching staff according to the University’s policies, practices and standards. |

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| UNIVERSITY EXPECTATIONS AND VALUES |
| All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University’s code of conduct and are expected to:* demonstrate commitment to the University’s values of Integrity, Courage, Innovation, Excellence and the underlying ethos of being Student Centred;
* contribute to the efficient and effective functioning of the team or work unit in order to meet the University’s objectives.  This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one’s supervisor;
* promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity;
* perform their responsibilities in a manner which reflects and responds to continuous improvement; and
* familiarise themselves and comply with the University’s Work Health and Safety, Injury Management and Equal Opportunity policies.
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| KEY POSITION RESPONSIBILITIES |
| The Associate Lecturer in \*\*\*\*\*\*\*\*\*\*\*\* is accountable for:* Contributing to the delivery and evaluation of lectures, tutorials, laboratory-based material or other teaching strategies, including placement education and topics, primarily within the suite of undergraduate and/or postgraduate courses.
* Under direction undertaking or contributing to topic coordination.
* Engaging in inspiring and innovative teaching informed by approaches that enhance the student experience.
* Supporting students with academic and/or other challenges impeding their academic progress.
* Contributing to ethical, high quality and innovative research and evaluation through activities such as scholarship, quality publication, external grant acquisition and presentations that aligns with the College areas of research strength and focus.
* Contributing to the supervision of student research programs, where appropriate.
* Participating in College internal and external quality assurance and accreditation processes.
* Participating in high performing multi-disciplinary teams with an education and research focus and contributing to the development of a respectful, trusting and collaborative working environment.
* Establishing and maintaining strategic relationships and networks with a range of stakeholders including industry and professional associations and organisations.
* Contributing to the integration and management of aspects of the academic and administrative life of the College.
* Some out of hours work (including weekends) as well as rural SA, interstate and overseas travel, may be required.
* Any other responsibilities in line with the level of the position as assigned by the Supervisor and/or the University.

*A National Police Certificate which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.* ***Include if deemed a prescribed position:*** *In addition, it is a requirement of this position that the incumbent maintain a current Working With Children Check which is satisfactory to the University in accordance with the Child Safety (Prohibited Persons) Act 2016 (SA).****Include for all NT positions:*** *Northern Territory Government legislation (the Care and Protection of Children Act 2007) now requires all individuals in child related employment or whose duties involve, or are likely to involve, contact with a child, to hold a valid ‘Working with Children Clearance’ (Ochre Card). This position involves child related work and is assessed as requiring a Working with Children Clearance/Ochre Card.**An up to date COVID-19 vaccination may be required as a condition of employment, in accordance with the Flinders University* [*COVID-19 Vaccination Policy (2022)*](https://www.flinders.edu.au/content/dam/documents/staff/policies/health-safety/covid-19-vaccination-policy.pdf)*. If required, any offer of employment will be subject to the successful candidate presenting their COVID-19 Digital Certificate as evidence of vaccination or showing evidence of a valid medical exemption, where relevant.* |

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| KEY POSITION CAPABILITIES |
| * As a minimum, satisfactory completion of 4 years of tertiary study or equivalent qualifications and experience in [insert area of relevance].
* Demonstrated evidence of successful experience or capability teaching, training, mentoring or supervising students in order to maximise their learning.
* Demonstrated evidence of research and/or evaluation experience within [insert area of relevance] or a related discipline.
* Demonstrated understanding of the nexus between teaching and learning, research and scholarship.
* Demonstrated understanding of curriculum reviews and internal and external accreditation activities.
* Demonstrated excellent oral and written communication skills and interpersonal skills, including the ability to establish and maintain effective relationships with staff, students and industry.
* Demonstrated experience or capability to engage with e-learning platforms for teaching purposes.
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