

POSITION DESCRIPTION

POSITION INFORMATION

POSITION TITLE:	Senior Lecturer/Associate Professor in Occupational Health, Safety and Environmental Management (OHSE)
WORK AREA POSITION CODE:	<i>(To be allocated by Human Resources)</i>
FUNCTIONAL UNIT:	National School of Business
FACULTY/ORGANISATIONAL UNIT:	Faculty of Law and Business
CAMPUS/LOCATION:	Brisbane, Melbourne or North Sydney (preferred)
NOMINATED SUPERVISOR (TITLE):	National Head of School (Business)
CLASSIFICATION/LEVEL:	Academic Level C/D
EMPLOYMENT TYPE:	Fixed Term, Full time A period of probation may be attached to this position.
REMUNERATION & BENEFITS:	A wide range of benefits are provided to staff. These include generous leave options; flexible working arrangements; comprehensive professional development programs; salary packaging benefits as a rebateable employer; reward and recognition programs and a range of wellbeing options.
SUPERANNUATION:	The University will contribute an amount equivalent to 9.5% or 17% of gross annual salary to superannuation dependent on salary level, length of appointment or age.
DATE DEVELOPED/ REVIEWED:	March 2015

AUSTRALIAN CATHOLIC UNIVERSITY

Mission Statement:

Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.

Australian Catholic University (ACU) is both a Catholic University and a public institution within the Australian higher education sector. ACU is an inclusive community which welcomes students and staff of all beliefs. The University is committed to a strong Catholic ethos and seeks to foster and promote teaching and learning, research and scholarship, and community engagement in the Christian tradition. As valued members of our community, all staff members are expected to have an understanding of ACU's [Mission](#) and values and to demonstrate an active contribution to them.

The University shares with universities worldwide a commitment to quality in teaching, research and service. It aspires to be a community characterised by free enquiry and academic integrity.

The University chooses to focus on areas of teaching and research that are closely connected with its particular character as a University that is, Catholic, public and national. The focus areas are Theology and Philosophy, Health, Education and, the Common Good and Social Justice.

ACU has over 1,800 staff supporting more than 30,000 students across seven campuses – Adelaide, Ballarat, Brisbane, Canberra, Melbourne, North Sydney and Strathfield.

The structure to support this complex and national University consists of:

- Provost
- Deputy Vice-Chancellor Research
- Deputy Vice-Chancellor Students, Learning and Teaching
- Chief Operating Officer

Each portfolio consists of a number of Schools, Directorates or Institutes;

- Five Associate-Vice-Chancellors or Campus Deans that focus on the University's local presence and development of the University at the local 'campus' level; and
- A Directorate of Identity and Mission that drives both the Identity and the [Mission](#) of the University and includes a number of Institutes and Directorates.

The University pursues performance excellence and offers an environment where staff are valued and rewarded. Staff are expected to demonstrate a commitment to continuous improvement and to participate fully in resolving issues to achieve and maintain quality standards relevant to role. Further information about a career with ACU is available at www.acu.edu.au.

National School of Business

The National School of Business is located within the Faculty of Law and Business. The School operates over four campuses located in Brisbane, Sydney and Melbourne. The National Head of School is currently located in Brisbane with Deputy Heads of School responsible for the operation of the Schools in Sydney and Melbourne.

The School operates as a national entity with consistent delivery of units across the campuses. Disciplines are coordinated through a national discipline moderation committee which is chaired by a senior academic within the relevant disciplines.

The School teaches a range of programs at the undergraduate and postgraduate level in a variety of formats. Programs in Occupational Health, Safety and Environmental Management are delivered fully online through Open Universities Australia. Specifically the School delivers a Graduate Certificate in OHSE as well as a minor in undergraduate units.

POSITION PURPOSE

The purpose of this position is to provide academic leadership and foster excellence in teaching, research, supervision and administration in the area of Occupational Health, Safety and Environmental (OHSE) management.

You will be expected to contribute to the effective online design, teaching and delivery of undergraduate and postgraduate courses in OHSE. The position is classified as teaching and research and the successful candidate is expected to actively contribute to the research agenda of the School and Faculty.

In addition the Senior Lecturer/Associate Professor is expected to collaborate with colleagues across campuses taking on, where appropriate, the role of Discipline Chair of OHSE to ensure quality learning and teaching outcomes as well as undertake administration and leadership duties appropriate to the role.

As the programs are fully online, the position may be located at any one of the campuses on which the School of Business is based in Brisbane, Melbourne or North Sydney.

POSITION RESPONSIBILITIES

- Teach Undergraduate and post graduate Units using online delivery.
- Provide Course Coordination and leadership in the OHSE.
- Undertake administrative duties as part of the School.
- Supervise research students.
- Lead Curriculum development and review as a senior member of a Discipline Moderation Committee (DMC) and/or Discipline Chair.
- Ensure that courses and units are compliant with relevant accreditation standards.
- Contribute to the research and publication performance of the School.
- Represent the School internally and externally as requested.
- Other duties as specified in the Academic Position Classification Standards for a Senior Lecturer/Associate Professor.

LEADERSHIP COMPETENCIES

Preserves our Essential Character

Displays Integrity	Delivers Excellence	Demonstrates Interpersonal Understanding
Demonstrates confidence and courage in achieving ACU's Mission, Philosophy and Values.	Takes personal accountability for achieving high quality outcomes.	Actively listens to understand others' thoughts, feelings and concerns.
X 1. Acts in a manner consistent with ACU Mission, Philosophy and Values	<input type="checkbox"/> 1. Takes accountability for delivering results	<input type="checkbox"/> 1. Listens and responds appropriately to others
<input type="checkbox"/> 2. Acts on ACU Values even when it is hard to do	X 2. Acts to make incremental improvements	X 2. Shows genuine interest in others
<input type="checkbox"/> 3. Acts on ACU Values even when significant cost or risk is associated with doing so	<input type="checkbox"/> 3. Sets and works towards stretch goals	<input type="checkbox"/> 3. Understands and anticipates others' emotions
<input type="checkbox"/> 4. Creates an environment that nurtures integrity in others and the achievement of ACU's Mission, Philosophy and Values	<input type="checkbox"/> 4. Takes calculated risks	<input type="checkbox"/> 4. Develops a deep understanding of others

Works Collaboratively

Works in Teams	Leads and Develops Others	Influences Effectively
Sees the benefit of collaboration and works cooperatively across ACU to deliver shared goals.	Energises and develops ACU staff. Creates a climate in which our staff want to do their best.	Gains the support of others for courses of action that benefit the University.
<input type="checkbox"/> 1. Co-operates	<input type="checkbox"/> 1. Provides clarity	<input type="checkbox"/> 1. Communicates based on facts and logic
<input type="checkbox"/> 2. Seeks input	X 2. Enables the team to function effectively	X 2. Tailors approach to the audience or situation
<input type="checkbox"/> 3. Collaborates	<input type="checkbox"/> 3. Engages and empowers the team	<input type="checkbox"/> 3. Influences others using appropriate communication strategies
X 4. Builds a collaborative environment	<input type="checkbox"/> 4. Communicates a compelling vision and sense of purpose	<input type="checkbox"/> 4. Uses complex influencing strategies

Leads our Future Success

Displays Business Acumen	Demonstrates Confidence	Leads Change
Recognises that ACU is a business and seizes opportunities to improve the commercial viability of the University.	Displays the inner confidence to take risks and make timely and effective decisions. Shows confidence in own judgment and actions.	Displays openness and resilience to change, inspires others to change and acts to make change happen.
<input type="checkbox"/> 1. Understands the importance of commercial success	X 1. Acts confidently	<input type="checkbox"/> 1. Accepts and understands change
X 2. Demonstrates some awareness of commercial implications	<input type="checkbox"/> 2. Displays self-belief	<input type="checkbox"/> 2. Adapts working practices
<input type="checkbox"/> 3. Focuses on commercial outcomes	<input type="checkbox"/> 3. Stands up for own views	X 3. Advocates for change
<input type="checkbox"/> 4. Creates new commercial opportunities for ACU	<input type="checkbox"/> 4. Shows great courage	<input type="checkbox"/> 4. Prepares the ground for change

SKILLS, KNOWLEDGE AND EXPERIENCE (SELECTION CRITERIA)

Essential

- 1** A PhD or equivalent doctoral degree in OHSE or relevant discipline.
- 2** Significant academic learning and teaching profile in higher education including understanding of, and experience in, the delivery of online teaching materials, appropriate to the level of appointment.
- 3** Demonstrated evidence of the nexus between teaching and research in approaches to teaching and learning and into research.
- 4** Significant research profile including capacity to undertake research in OHSE or related discipline and publish research outcomes in ERA recognised journals, appropriate to the level of appointment.
- 5** Evidence of high level conceptual, analytical and interpersonal skills in teaching, learning and administration.
- 6** Demonstrated knowledge of the requirements for accreditation with relevant professional bodies, including the Safety Institute of Australia (SIA).
- 7** Demonstrate a commitment to working in an environment of performance excellence, guided by ACU's [Service Principles](#).
- 8** Demonstrate an awareness of the University's Mission and Catholic ethos and demonstrate an understanding of how this role serves the Mission.
- 9** Demonstrate commitment to cultural diversity and ethical practice principles, and demonstrate knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.

Desirable

- 1** Evidence of application and/or success with external research grant applications.
- 2** Supervision and completion of higher degree research students in fields related to OHSE.

MINIMUM STANDARDS FOR ACADEMIC LEVEL C

A Level C academic will make a significant contribution to the discipline at the national level. In research and/or scholarship and/or teaching he or she will make original contributions, which expand knowledge or practice in his or her discipline.

A Level C academic will normally make a significant contribution to research and/or scholarship and/or teaching and administration activities of an organisational unit or an interdisciplinary area at undergraduate, honours and postgraduate level. He or she will normally play a major role or provide a significant degree of leadership in scholarly, research and/or professional activities relevant to the profession, discipline and/or community and may be required to perform the full academic responsibilities of and related administration for the coordination of a large award program or a number of smaller award programs of the institution.

MINIMUM STANDARDS FOR ACADEMIC LEVEL D

A Level D academic will normally make an outstanding contribution to the research and/or scholarship and/or teaching and administration activities of an organisational unit, including a large organisational unit, or interdisciplinary area.

A Level D academic will make an outstanding contribution to the governance and collegial life inside and outside of the institution and will have attained recognition at a national or international level in their discipline. They will make original and innovative contributions to the advancement of scholarship, research and teaching in their discipline.