



POSITION DESCRIPTION

ASSOCIATE LECTURER SCHOOL OF BIOLOGICAL SCIENCES

Vacancy Reference No:	08052
Major Cost Centre:	Faculty of Science & Engineering
Organisational Unit:	School of Biological Sciences
Classification:	Academic Level A
Salary Range:	\$51 765 - \$63 043 pa full-time
Superannuation:	Employer contribution of 17% of salary Employee contribution of 7% of salary
Total Remuneration Package:	\$60 565 to \$73 765 The total remuneration package includes salary and employer superannuation contributions.
Employment Type:	Fixed-term, part-time (50%) for 5 years
Supervisor (Title):	Head of School
Closing date:	5.00 pm Monday 3 March 2008

KEY PURPOSE

The incumbent will contribute to teaching and administration of molecular and microbiology topics offered within the School of Biological Sciences. Specifically, the incumbent will conduct undergraduate practical laboratories and be responsible for marking student assessment as directed by the topic coordinator/s.

ORGANISATIONAL ENVIRONMENT

The School of Biological Sciences is one of three Academic Organisational Units in the Faculty of Science and Engineering. The School has research and teaching foci in Microbiology, Molecular Biology, Biotechnology, Bioremediation, Plant Biology, Marine Biology, Aquaculture, Biodiversity and Ecology.

The incumbent will join an interdisciplinary School of approximately 35 academic staff. The teaching and research activities of the School are supported by a range of technical and administrative infrastructure services.

KEY RESPONSIBILITIES

The key responsibilities and selection criteria identified for this position should be read in conjunction with the Flinders University Academic Profiles for the relevant academic classification, available at

<http://www.flinders.edu.au/ppmanual/staff/acprofiles.html>

- Delivery of undergraduate laboratory and tutorial classes.
- Assist in the development of new practicals, such as trialling practicals and writing laboratory manuals.
- Undertake assessment and marking for students under the guidance and supervision of topic coordinator/s.
- Contribute to topic administration under the supervision of topic coordinator/s.
- Carry out research and contribute to research activities of the School.
- Contribute to the pastoral care of students
- Promote and provide a safe working environment for students, staff and visitors with attention to the requirements of the Occupational Health Safety and Welfare Act, the Workers Rehabilitation and Compensation Act and Equal Opportunity legislation. Specific responsibilities are detailed at <http://www.flinders.edu.au/ohsw/sup-resp.html> and http://www.flinders.edu.au/eo_unit/legislation/index.html

Topics that the incumbent may contribute to include Evolution of Biological Diversity; Molecular Basis of Life; Genetics Evolution and Biodiversity; Biochemistry and Molecular Biology; Functional Biology and Experimental Design; Molecular Cell Biology Laboratory; DNA to Genome; Protein to Proteome; Founds in Microbiology; and Advanced Microbiology.

SUPERVISION PROVIDED TO OTHERS

This position has no supervisory responsibilities for either general or academic staff.

WORKING RELATIONSHIPS

The incumbent is responsible to the Executive Dean, Faculty of Science & Engineering through the Head of School, School of Biological Sciences. The incumbent will also liaise with a range of academic, technical and administrative staff.

UNIVERSITY EXPECTATIONS

All staff are expected to:

- contribute to the efficient and effective functioning of the team or work unit in order to meet organisational 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;
- perform their responsibilities in a manner which reflects and responds to continuous improvement; and
- familiarise themselves and comply with the University's Occupational Health and Safety and Equal Opportunity Policies.

SELECTION CRITERIA

(Note for intending applicants – applicants should address each selection criterion individually and should argue their case by citing evidence to support their claims rather than presenting a list of facts only).

Essential criteria

1. H1 or high H2A Honours degree in a relevant discipline.
2. Demonstrated broad range of skills and knowledge within the field of Biological Sciences.
3. The capacity to contribute to a range of topics delivered by the School.
4. Demonstrated high level interpersonal skills and the ability to relate to students with a range of background experiences and an awareness of, and sympathy for, the problems experienced by undergraduate students.
5. Willingness and ability to liaise with technical and academic staff to facilitate the efficient development, setting up, and running of practical classes.

Desirable criteria

1. Demonstrated experience in tertiary teaching.
2. Evidence of the ability to teach in the field of molecular and microbiology.
3. Demonstrated versatility in the teaching of biology including a willingness and ability to use computer assisted instruction as a teaching aid.

SELECTION OF CANDIDATES

Candidates will be evaluated on merit against all of the various components that make up this position description. Assessment will take into account all information that is determined to be appropriate, eg written application, qualifications, interview, work samples, skills testing and referee reports.

The final decision regarding appointment to this position will be based on an assessment of the requirements of the total Position Description.

INFORMATION FOR PROSPECTIVE STAFF

All intending applicants should read the *Essential Information for Applicants*, available at <http://www.flinders.edu.au/employment/app.php> If you are unable to access this information on the web site, please contact the contact person nominated below.

Information about Flinders University, living and working in Adelaide and employment at the University is available at <http://www.flinders.edu.au/employment/whyflin.php>

CONTACT DETAILS

For further information about the position contact Associate Professor Jim Mitchell on (08) 8201 2229 or at jim.mitchell@flinders.edu.au

SUBMITTING AN APPLICATION

All applicants must complete an *Application for Employment Cover Sheet* available at <http://www.flinders.edu.au/hrd/html/forms/EmployApplication.doc> and lodge this with their application.

Applications, together with the *Application for Employment Cover Sheet*, may be lodged by email to jobapplications@flinders.edu.au or by post to Personnel, Policy and Practice, Flinders University, GPO Box 2100, Adelaide, South Australia 5001.

Further information regarding procedures for mailing, e-mailing, faxing or delivering applications are provided in the *Essential Information for Applicants*. Please do **not** forward applications to the contact person nominated as the contact person.

Name of Authorising Officer: Professor Warren Lawrance
Executive Dean, Faculty of Science & Engineering

Name of Authorising Officer in Human Resources: Ms Grace Benvenuto

Date of last update: 15 February 2008