

## Position Description – Lecturer

Updated 30 August 2023

POSITION DETAILS	
College/Portfolio	College of Humanities, Arts and Social Sciences
Organisational Unit	Creative and Performing Arts (Creative Writing)
Supervisor (Title)	Dean, People and Resources or delegate
Classification	Academic Teaching & Research (Balanced) Level B
Employment Type	Continuing, full-time

POSITION SUMMARY
<p>The Lecturer will, under routine to general supervision, contribute to quality research and/or evaluation endeavours and the planning and delivery of topics within the suite of undergraduate and/or postgraduate topics/courses in Creative Writing in the College of Humanities, Arts and Social Sciences. This includes the development of teaching materials, delivery of lectures/tutorials or other innovative teaching and learning strategies, examinations and placement education. The Lecturer will also contribute to strengthening existing partnerships or exploring new partnerships with external stakeholders that have potential for providing improved teaching, learning and/or research outcomes for the University.</p> <p>The Lecturer 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.</p>

UNIVERSITY EXPECTATIONS AND VALUES
<p>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:</p> <ul style="list-style-type: none"> <li>• demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence and the underlying ethos of being Student Centred;</li> <li>• 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;</li> <li>• promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity;</li> <li>• 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.</li> </ul> <p><i>A valid National Police Certificate which is satisfactory to the University will also be required before the successful applicant can commence in this position.</i></p>

*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 \(2022\)](#). 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.*

#### **KEY POSITION RESPONSIBILITIES**

The Lecturer is accountable for:

- Contributing to the planning, delivery and evaluation of lectures, tutorials, laboratory-based material or other teaching strategies, including placement education for topics, primarily within the suite of undergraduate and/or postgraduate topics/courses and undertake topic coordination.
- Delivering inspiring and innovative teaching informed by approaches that enhance the student experience and support students with academic and/or other challenges impeding their academic progress.
- Participating in and contributing to ethical, high quality and innovative research and evaluation through activities such as scholarship, quality publication, external grant acquisition and presentation that aligns with the College areas of research strength and focus and contribute to supervision of student research programs.
- Actively participating in College internal and external quality assurance and accreditation processes.
- Actively participating in high performing multi-disciplinary teams with an education and research focus and contribute to the development of a respectful, trusting and collaborative working environment.
- Developing and maintaining strategic relationships and networks with a range of stakeholders including industry and professional associations and organisations.
- Actively contribute 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.

#### **KEY POSITION CAPABILITIES**

- Completion of a PhD in creative writing or related field.
- Demonstrated evidence of a strong research track record (for career stage) in popular and genre fiction, including evidence of quality publications and attraction of competitive grants.
- Expertise in Romance fiction and/or Young Adult/Middle Grade fiction desirable.
- Relevant and contemporary professional experience in the creative writing industry and a high level of understanding of how the publishing industry works.
- Experience in industry and community engagement and working in partnership with industry.
- Evidence of relevant teaching experience at tertiary level, ideally including responsibility for topic coordination and/or curriculum design.
- Experience in the supervision of Honours equivalent student projects.
- Evidence of excellence in teaching performance at a tertiary level, including experience with e-learning technologies.

- Evidence of an independent contribution to the development, delivery and evaluation of innovative teaching and learning strategies.
- Demonstrated understanding of curriculum quality assurance, administration and governance.
- Demonstrated understanding of the nexus between teaching and learning, research and scholarship.
- Demonstrated excellent interpersonal, collaborative and communication skills, including the ability to establish and maintain effective relationships with staff, students and industry.