

POSITION PROFILE

Lecturer/ Senior Lecturer in Humanitarian, Emergency and Disaster Management Program

Faculty of Arts and Society

Position Number	8292
Position Classification	Research Active Academic Level B/C
Location	Casuarina Campus, Darwin and/or Danala Education and Community Precinct, Darwin City Ability to travel to international, interstate, regional and remote locations
Reporting to	7262 Director – Northern Institute
Special Provisions	Appointment is contingent upon receipt of a satisfactory National Criminal History check and NT Working with Children clearance <ul style="list-style-type: none">It is a requirement of the position for the occupier to hold a current clean NT drivers' license.
Required Qualifications	<ul style="list-style-type: none">PhD level qualification in a relevant disciplineAcademics involved in teaching in Higher Education require documented evidence of a Graduate Certificate in University Teaching and Learning. If appointee does not currently hold this qualification, the University requires that:<ul style="list-style-type: none">The appointee completes the CDU Graduate Certificate in University Teaching and Learning (GCUTL) within the Probationary period.The appointee qualifies for RPL for the Graduate Certificate in University Teaching and Learning.
Desired Qualifications	Teaching and research experience in higher education sector

Purpose of the Position

This position will contribute to the coordination and delivery of undergraduate and post graduate courses in Humanitarian, Emergency and Disaster Management (HEDM). The appointee will work with HEDM team members and key stakeholders in the design and delivery of curriculum, courses and participate in promoting HEDM program. With a strong focus on the University's proximity to Indonesia, Philippines, Timor Leste, SE Asia, and the Pacific, there is opportunity for growing collaboration in research, education, training and practice in the humanitarian, emergency and

Occupational Category	2421	Industry Subdivision	81
Industry Class	8102	Manager Category	NA

disaster management field. It is anticipated that the appointee will have unit & course coordination and supervision background and experience of deployment in the field.

Duties

The following examples of accountabilities are not exhaustive and may include others as directed from time-to-time: The accountabilities for this role remain consistent across the broad banded levels of appointment.

- As a member of a team, contribute to the professional preparation of students through the conceptualization, design, development and delivery of relevant units & assessments, courses and programs of study including off- campus and flexible delivery
- Provide timely, accurate, relevant and constructive support to students
- Prepare students for practice experience in the Australia, Asia-Pacific region and globally
- Prepare and deliver lectures, demonstrations, workshops, tutorials and other teaching material by means of written, audio, video or electronic media, as appropriate to both the subject matter and Fleximode principles
- Perform academic and administrative responsibilities for the delivery of respective units & courses at CDU which may include assessment design, marking, grading, designing and marking exams, unit/course/field-work/placement/internship/work-integrated-learning coordination, as appropriate.
- Contribute to the curriculum/course design/redesign, course accreditation/reaccreditation, unit/course coordination/review/monitoring process, revision of existing unit/course material and development of new units/courses within higher education framework across different Australian Qualifications Framework (AQF) levels.
- Ensure teaching and assessment material is evidence based, appropriate, accessible, equitable and addresses priority areas for HEDM education and/or research
- Initiate and contribute to research programs within the University either through individual or team contributions including grant applications.
- Maintain involvement with professional stakeholders relevant to research, field work and teaching duties in the discipline as well as in other relevant fields of study.
- Provide supportive role in the theme about trends in research and research related areas
- Participate in appropriate university and industry teams, committees and community activities
- Develop and maintain robust lines of communication with internal and external stakeholders
- Work with relevant stakeholders to undertake research in the field.
- Undertake appropriate professional development to ensure ongoing relevance and credibility in all aspects of teaching and learning and research

- Prepare and deliver short course, micro-credentials, digital academic badges, intensive units/courses, on-country/overseas immersion programs, and other innovative activities relevant to the discipline and other relevant fields.
- Design, develop and deliver knowledge products, training, workshops, seminars, masterclass, and other activities which could generate additional revenue stream while catering to the diverse need to wider stakeholders in NT, Australia and beyond.

Additional Accountabilities for a Level C

- Lead a high-quality collaborative education agenda in the specific areas of expertise withing HEDM, which takes into account key existing and future organisational relationships, the needs of the region, and the strategic aims of CDU
- Apply for funding to support research aspirations both individually and within a team.
- Lead research programs within the University either through individual or team contributions including grant applications.
- Collaborate with disciplines within the Faculty/College/School/Institute, wider University and externally to maximize research opportunities.
- Provide leadership role in the specific areas of expertise within HEDM about trends in research and research related areas
- Exercise leadership in developing relationships with industry, government departments, professional bodies and the wider community.
- Contribute to the processes that enable the academic team to manage the work of the Faculty/College/School/Institute, including participating in Faculty/College/School/Institute decision-making and serve on Faculty/College/School/Institute committees.
- Provide leadership in curriculum/course review, design and implementation.
- Actively promote the Faculty/College/School/Institute programs and research both nationally and internationally.
- Publish research findings in high impact journals and in relevant high impact professional publications.
- Supervising a cohort of research students (including - Honours, Coursework Research Project, Masters by Research, PhD and postdoctoral research fellow).

Key Selection Criteria

1. PhD level qualification or equivalency, in a relevant discipline.
2. Demonstrated experience in identifying, building and maintaining strategic relationships in a complex organisational environment with key internal and external partners and stakeholders.
3. Experience with undergraduate/post graduate curriculum design, and course and unit development and delivery.
4. Emerging track record of publication in the HEDM field in peer reviewed journals, books, book chapters, op-eds, educational media, or other relevant outlets.

5. Demonstrated excellent oral and written communication skills including the ability to communicate with diverse groups, including First Nations organisations, colleagues and students – both within CDU and with external industry and government partners and stakeholders.

Additional Key Selection Criteria at Level C

1. Relevant experience with key humanitarian, emergency and disaster management services in academia, research and practice.
2. Record of publication of books, book chapters, articles in internationally published peer-reviewed journals (preferably Q1 journals) in the field
3. Experience in developing and supervising a cohort of research students (including - Honours, Coursework Research Project, Masters by Research, PhD and postdoctoral research fellow).
4. Successful track record of research income through competitive funding, grants, consultancies, etc. in HEDM related areas.
5. Effectively lead engagement with key stakeholders to identify and develop high priority strategic projects that meet the stakeholders' needs.

University Expectations

- Contribute to the efficient and effective functioning of their team or work unit to meet University objectives. This includes demonstrating appropriate and professional workplace behaviours under the Code of Conduct – Employees, assisting team members if required, and undertaking other key responsibilities or activities as directed by one's supervisors.
- Demonstrate and promote the University Values, ensuring all workplace behaviour is appropriate in all workplace settings, proactively calling out inappropriate behaviour.
- Read, understand, and comply with all University policies and procedures.
- Undertake risk management and actively support and participate in the risk management processes adopted by the University, which include identifying, analysing, and evaluating risks that may impact the University.
- Work at and travel between other University campuses or to other locations occasionally as may be required during employment.
- Complete all mandatory training as required by the University.
- Demonstrate understanding of the principles of anti-discrimination, staff and student equity, work health and safety, and other relevant legislation, and show the willingness and capacity to implement equal employment opportunity and work health and safety plans, policies, and programs.

Work Health & Safety

- Ensure all activities comply with WHS legislation and University policy & procedure.
- Implement & monitor risk management activities including, but not limited to, workplace inspections, incident/hazard investigation and follow-up, and implementation of risk controls.

- Analysis of WHS training requirements for staff, including the provision of training and monitoring of training to ensure completion and currency.