



THE UNIVERSITY OF NOTRE DAME AUSTRALIA



APPLICATION PACK

LECTURER AND DISCIPLINE HEAD, ADVERTISING SCHOOL OF ARTS AND SCIENCES SYDNEY CAMPUS

Salary: \$111,335 (pro-rata) per annum
(inclusive of 12% Super and 17.5% Leave Loading)

(Level B, Part-Time, Continuing)

- Excellent opportunity within a multidisciplinary teaching environment to innovate and grow a professional, creative, ethical and industry-focused program in the field of Advertising.
- Number one tertiary institution in Australia for student experience
- Collegial working environment in the CBD

About the University

Notre Dame is a modern private University that embraces the esteemed Catholic intellectual tradition, with student experience, employment and graduate outcomes consistently among the best in Australia.

12,000 students are enrolled in our comprehensive range of undergraduate and postgraduate programs across Australia.

Additional information about the university can be found at our website at: www.notredame.edu.au

About the role

- Undertake course, curriculum and program development for Advertising with the support of the Associate Dean Learning and Teaching, relevant program coordinators and discipline coordinators in both Arts and Sciences and the School of Business
- Design and deliver lectures, tutorials, seminars, materials and assessments for relevant courses in accordance with University policy
- Undertaking administrative and teaching requirements involved in the coordination of relevant courses
- Supervising HDR and honours students

Skills and experience:

1. Successful completion of a PhD in a relevant field or equivalent industry experience.
2. Experience teaching media and communications courses in a university setting.
3. Strong network of industry contacts and demonstrated experience engaging industry professionals to create a real-world learning for students.
4. Record of published research in a relevant field or the capacity to grow industry-relevant research projects

Location:

Broadway

Campus: https://www.notredame.edu.au/_data/assets/pdf_file/0024/2688/Map_Broadway_Site_May18.pdf

Closing Date:

Applications close **4:00pm, Monday, 12 November 2018**

Proposed Start Date:

1 February 2019

Enquiries

Cate Thill, Dean, School of Arts and Sciences, Sydney | (02) 8204 4235 | cate.thill@nd.edu.au
(**DO NOT** email your application to this address. See "*APPLICANT COVER SHEET*" for instructions)

How to apply

Please continue reading for instructions on how to prepare your application.

ABOUT THE UNIVERSITY AND THE OBJECTS OF THE UNIVERSITY

The University of Notre Dame is a private Catholic university with campuses in Fremantle, Broome and Sydney. Notre Dame follows the tradition and practices of Catholic higher education which, for centuries, has offered leadership in university education. It is committed to a personalised education, underpinned by pastoral care and support for all its students. Degrees and courses are offered in the following disciplines: Arts & Sciences, Business, Education (Teaching), Health Sciences, Law, Medicine, Nursing, Physiotherapy and Philosophy & Theology.

The Sydney campus is located at Broadway and Darlinghurst with convenient access to public transport, student accommodation and essential amenities. Former churches, schools, and presbyteries have been sensitively and beautifully restored to form the beautiful Sydney campus. The restoration has returned them to their rightful position, historically, culturally and significantly, as Sydney heritage landmarks.

The core part of the redevelopment has been the major restoration to the historic St Benedict's and Sacred Heart Churches, which serves the parish and inner-city communities.

The Catholic Faith

The Catholic faith unites twenty centuries, all nations and at present around 1.2 billion people. The Catholic Church's key work is 'sanctification': making the world holy; bringing people to God through Jesus Christ. Many who are not Catholic but belong to a different Christian church have important and valuable relationships with the Catholic Church. The Church also has significant relations with the other major world faiths.

The Church seeks sanctification in many ways, including by a number of activities and works; most obviously in this country through engagement in healthcare, education and social services (the Church is the largest healthcare provider on earth, and operates one of the largest education systems globally). In addition, the Church's moral teaching—the understanding of the moral life the Church proposes and commends to the faithful—animates countless projects and activities throughout the world, as well as the lives of hundreds of millions of people, including many millions of Australians.

Many people who do not share Catholic faith have enjoyed happy working relationships within Church institutions and agencies. Of course, for this to be possible there has to be some understanding of the Church's position, particularly as it reflects our own work and life, and a genuine respect for this position. In other words, people who completely reject the Church's stance, or find it offensive, uncomfortable, impossible to support in the workplace, embarrassing to identify with as a staff member etc. are unlikely to be suited to working in Church institutions. This is the same basic position as any university or any other institution adopts and follows through its Mission Statements and other statements of value and purpose.

The Church's requirement of all who work within Catholic institutions is genuine respect; and from staff members who are themselves Catholic the Church asks a little more: an active support for the work of the Church in their institution.

In particular, please read our staff code of conduct and about the Catholic intellectual tradition:

<https://www.notredame.edu.au/staff/staff-resources/policies-and-procedures>

<https://www.notredame.edu.au/about/catholic-intellectual-tradition>

THE OBJECTS OF THE UNIVERSITY

The Objects of the University are -

- (a) the provision of university education, within a context of Catholic faith and values; and
- (b) the provision of an excellent standard of –
 - (i) teaching, scholarship and research;
 - (ii) training for the professions; and
 - (iii) pastoral care for its students.

(Section 5, The University of Notre Dame Australia Act (1989))

HOW TO PREPARE YOUR APPLICATION

YOUR APPLICATION MUST INCLUDE THE FOLLOWING INFORMATION:

Applicant Cover Sheet

- Complete the Applicant Cover Sheet, located on the last page of this pack, and submit as part of your application.

Cover Letter and Resume

- Please outline your suitability for the role with your current resume. These documents should include your current contact details.

Selection Criteria

- On a separate document, you must address each criterion separately with its own heading demonstrating how you meet that particular essential or desirable criteria.

Qualifications

- If you are listing qualifications and training as part of your application in your resume, you should provide copies with this application.
- The University reserves the right to source reference the Applicant's qualifications and training with the relevant institution/s where the degree/qualification was earned.

Referees

- Be prepared to provide contact details of at least three referees who can comment on your work experience, ideally as a manager or supervisor. The University, however, reserves the right to contact referees not nominated by the applicant.

Right to Work in Australia

- You are required to submit evidence of your right to work in Australia as outlined by the Australian Immigration & Citizenship. One of the following will be required plus Passport: (Do not provide originals at this time)
 - ✓ Passport
 - ✓ Australian Certificate of Citizenship
 - ✓ If born before 20 August 1986, an Australian birth certificate
 - ✓ If born after 20 August 1986, an Australian birth certificate and proof at least one parent was born in Australia
 - ✓ Visa that entitles you to work in Australia **AND** a copy of your foreign passport showing your name, date of birth, issuing country and passport number.

Other Clearances

- Depending on the position you are applying for, a Federal Police Clearance or Working With Children Check may be a requirement before commencing in this position.

PRIVACY STATEMENT

The information provided in your application will only be used for the administrative purposes of the University, or in accordance with your specific consent. The University will not disclose your personal information to a third party unless required to or permitted by law or where you have consented to the disclosure. Information relating to how the University collects, uses or discloses your personal information and how you may complain about the University's handling of your personal information is contained in the University's Privacy Policy at <https://www.notredame.edu.au/home/privacy>

You have a right to access your personal information that the University holds about you and to seek its correction. If you wish to access your personal information or inquire about the handling of your personal information, please contact the Staffing Office via email Sydney.staffing@nd.edu.au.

How to apply

- Please email your complete application to: sydney.staffing@nd.edu.au



THE UNIVERSITY OF
NOTRE DAME
A U S T R A L I A

POSITION DESCRIPTION

SCHOOL OF ARTS AND SCIENCES
SYDNEY CAMPUS

LECTURER AND DISCIPLINE HEAD, ADVERTISING
(Level B, Part-Time, 0.65 FTE)

The responsibilities in this Position Description are in addition to the requirements set out in The University of Notre Dame Australia Academic Staff Conditions of Employment, and may be amended from time to time by the Vice Chancellor or the University.

This position is directly responsible to the Dean, School of Arts and Sciences, Sydney.

The duties of the position include, but are not limited to:

1. Performing the role of Discipline Coordinator of the Advertising major;
2. undertaking course, curriculum and program development for Advertising with the support of the A/Dean Learning and Teaching, relevant program coordinators and cognate discipline coordinators in both Arts and Sciences and the School of Business;
3. designing and delivering lectures, tutorials, seminars, materials and assessments for relevant courses in accordance with University policy;
4. undertaking administrative and teaching requirements involved in the coordination of relevant courses, including but not limited to:
 - a. consultation with students;
 - b. contributing to quality assurance in accordance with University policies and school processes;
 - c. marking;
 - d. coordinating sessional tutors, as required; and
 - e. maintaining the library collection in Advertising and conducting audits of the collection as required.
5. supervision of HDR and honours students;
6. making an active contribution to scholarship and research;
7. making an active contribution to industry engaged research and teaching in Advertising;
8. contributing to the student marketing, interview, enrolment and re-enrolment processes;
9. participating in relevant meetings, committees and events; and
10. carrying out other duties as directed by the Dean of Arts and Sciences or delegate.

September 2018

SELECTION CRITERIA

ESSENTIAL:

1. Supportive of the Objects of the University of Notre Dame as a Catholic University

Qualifications and Experience:

2. PhD in a relevant field or equivalent industry experience

Knowledge, Skills and Abilities:

3. Experience teaching media and communications courses in a university setting
4. Strong network of industry contacts and experience engaging industry professionals to create real-world learning for students
5. Capacity to undertake honours or postgraduate supervision
6. Awards, prizes or recognition in a relevant area of media
7. Capacity to contribute to the collegial and interdisciplinary culture of the School

DESIRABLE:

8. Published research in a relevant field or the capacity to grow industry-relevant research projects



THE UNIVERSITY OF NOTRE DAME AUSTRALIA

APPLICATION COVER SHEET

After you have read the job application pack, complete this page and submit with your application documents.

Name	
Email	
Position applied for	Lecturer and Discipline Head, Advertising
School / Department	School of Arts and Sciences, Sydney
Closing Date	12 November 2018
How did learn about this vacancy?	

Please check the following to ensure your application is complete:

- Cover Letter (optional)
 - Resume or CV included
 - Separate document with the explanation of how you meet each of the individual Selection Criteria included
 - Copies of any relevant academic or training transcripts or qualifications included
 - Copy of Passport included
 - A form of Photo ID included (can include your work rights documentation such as passport)
 - Documents showing you are legally allowed to work in Australia included (See "HOW TO PREPARE YOUR APPLICATION " in the application pack detailing the required documents)
 - The application must be in **PDF** or Microsoft **Word** format
 - The application must be less than 10 megabytes in size
- Yes No Are you an existing UNDA employee? (includes sessional, casual or fixed term)
- Yes No Do you authorise UNDA to contact your nominated referees?
- Yes No Do you want to be considered for other similar vacancies at UNDA?
- Yes No If required, do you give permission for UNDA to verify your work status with the Australian Department of Immigration & Citizenship?

If you have completed and checked the above items, please send your application to: sydney.recruitment@nd.edu.au

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You have a right to access your personal information that the University holds about you and to seek its correction. If you wish to access your personal information or inquire about the handling of your personal information, please contact the Staffing Office via email Sydney.staffing@nd.edu.au.