



APPLICATION PACKAGE

Thank you for your interest in our vacancy for:

Position Title:	Senior Lecturer, Academic Developer
Office:	Learning and Teaching Office, Sydney Campus
Level:	Level C, Step 1 \$121,097 per annum pro-rata
Type:	Part-time 0.8FTE, Continuing

To ensure you understand the position for which you are applying, and requirements of the application process, please read the following information carefully:

1. About the University and The *Objects* of the University;
2. Catholic Intellectual Life for Prospective Staff;
3. Duty Statement;
4. Selection Criteria;
5. General Information; and
6. Application Cover Sheet.

To apply for the position, please ensure that your application include the information as required on the University website <https://www.notredame.edu.au/about/employment/how-to-apply>

ABOUT THE UNIVERSITY AND THE *OBJECTS* OF THE UNIVERSITY

The University of Notre Dame Australia is a Catholic university with campuses in Fremantle, Broome and Sydney.

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))

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.

The Catholic Intellectual Tradition

At Catholic universities the most prominent aspect of the Church is *Catholic intellectual tradition*. It is important for all staff members of a Catholic university to know something about this - and for all *academic* staff members to be familiar with the main ideas and open to learning more - as it is these ideas which are the context for the institution's view of academic life.

Catholic intellectual tradition begins with the thought that faith is *fully compatible with reason* (i.e. there is no conflict between our religion and any true science or other academic knowledge). The tradition acknowledges that:

- men and women of all traditions can come to *know that God exists* by using their minds, their reason—though to know much more about Him will also require faith;
- people can distinguish between *reality and illusion*, and so can know the objective truth about the world;
- ethics, or morality, is not simply a matter of what you like or what your culture approves but is based on some *objective moral truths* about human persons and their flourishing—truths that hold across cultures;

- the foundations of morality (e.g. we should never attack human life; truth is good and should be pursued; marriage and family are great social goods; people have a natural right to anything strictly necessary for their welfare; and so on) are *known by reason*, our own thinking minds—we do not need faith to know the basis of morality;
- society exists to serve the *common good* and has a particular duty towards the needs of the most vulnerable—from conception to old age;
- *prayer* is a crucial activity for religious believers; we pray together frequently for the happiness and salvation of all peoples, including our own happiness and salvation; and
- it is our Christian duty to provide the *works of the Church* humbly to all who can benefit from them.

Catholic intellectual tradition contains many ideas, inspires hundreds of universities, colleges, seminaries and thousands of schools. Catholic intellectual tradition also underpins whole systems of Christian social action and informs the personal and working lives of millions of individuals. The tradition is captured in many publications, including teaching documents of the Church—official statements and explanations of Catholic positions. The University can always give advice on how to access these documents. One obvious starting place to learn about the Catholic faith is the *Compendium to the Catechism of the Catholic Church*, a short version of the longer *Catechism* document, which is widely available. To learn more specifically about the Catholic intellectual tradition one good introductory source is *Our Sunday Visitor's Encyclopedia of Catholic Doctrine* (Our Sunday Visitor: 1998).



**LEARNING AND TEACHING OFFICE
SYDNEY CAMPUS**

DUTY STATEMENT

**SENIOR LECTURER
ACADEMIC DEVELOPER
(Level C, Part-time)**

The responsibilities in this Duty Statement 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 is a national position located on the Sydney campus and reports to the Manager, Learning & Teaching Office (LTO) and is responsible to the Director, LTO.

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

1. designing, delivering and evaluating informal and formal Continuing Professional Learning (CPL) resources and activities so that academic staff can enhance their learning and teaching;
2. developing and fostering a service-orientated approach including liaising with Schools, Areas and individual academic staff to provide advice and support;
3. designing and delivering (coordinating where required) programs in the postgraduate qualification in learning and teaching for higher education;
4. actively contributing to the leadership and strategic direction of the LTO;
5. carrying out activities to support, develop and disseminate scholarship and research relevant to higher education and the strategic direction of the LTO including managing the relevant aspects of the annual LTO Educator Scholar Conference;
6. supporting, and managing, where relevant, the processes for the University's learning and teaching submissions for internal and external awards and grants; and
7. other duties as directed by the Manager, LTO.

MARCH 2019

SELECTION CRITERIA

ESSENTIAL

1. Strongly committed to and supportive of the Objects of the University.

Qualifications and Experience:

2. Doctoral qualification, preferably in Education or higher Education

Knowledge, Skills and Abilities:

3. Demonstrated successful experience in the design, delivery and ongoing support of learning and teaching for academic staff, particularly in the area of assessment.
4. Proven ability to effectively liaise with staff at all levels.
5. Demonstrated ability to lead, and work autonomously and collaboratively in a small distributed team in a multi-campus university.
6. Excellent written and oral communication skills with proven ability to produce high quality engaging documents, presentations and resources.
7. Evidence of a nexus between teaching and research in approaches to learning and teaching.

DESIRABLE

8. Experience working in online learning environments.

GENERAL INFORMATION

SALARY RANGE

UNDA 2019 Academic Staff Salary Scales (Full Time Equivalent):
Academic Classification Level C, Step 1 \$121,097 per annum
Plus 12% superannuation and 17.5% annual leave loading.

APPOINTMENT

This appointment is a part-time (0.8FTE/30 hours per week) continuous contract which includes an 18 month probationary period.

APPROXIMATE STARTING DATE

As negotiated with the successful applicant.

LOCATION

Learning and Teaching Office, Sydney Campus
The University of Notre Dame Australia
Broadway NSW 2007
<https://www.notredame.edu.au/current-students/get-help/campus-maps>

ENQUIRIES ABOUT THE POSITION

Note: This is not to be used for submission of applications

For information about the duties and nature of the position, or progress of the selection process, enquiries should be directed to Dr Kathie Ardzejewska, Associate Professor.

Phone: (02) 8204 4151, Email: kathie.ardzejewska@nd.edu.au

CLOSING DATE FOR APPLICATIONS: No later than 9.00am Tuesday 30 April 2019

The University is not required to accept applications that are received after the closing date and time, and reserves the right to appoint by invitation, or to make no appointment at all.

Shortlisted candidates will be contacted by telephone to arrange an interview.

No further correspondence will be forwarded to unsuccessful applicants.

All applications will be acknowledged by email. Should you not receive an acknowledgement of the receipt of your application, please contact the Staffing Office otherwise your application may not be considered.

SUBMITTING YOUR APPLICATION

To apply for the position, please ensure that your application include the information as required on the website <https://www.notredame.edu.au/about/employment/how-to-apply>

Please ensure you submit the following attachments in PDF format as part of your application

- The application cover sheet
- Covering letter
- Resume
- Selection criteria
- Qualifications
- Evidence of your legal right to work in Australia
- Other clearances (if applicable)

Applications should be emailed or faxed:

Email: jobs@nd.edu.au

Fax: 08 9433 0544

Postal applications should be addressed to:

Staffing Office

The University of Notre Dame Australia

PO Box 944

Broadway NSW 2007

Thank you for your interest in employment at The University of Notre Dame Australia



POSITION DETAILS

Position Title

School/Office

Where did you learn of this vacancy? Seek The West
 The Australian Campus Review
 UNDA Website Other (please specify)

APPLICANT DETAILS

Title Mr Mrs Ms Miss Dr Prof. Assoc Prof

Given Names Family Name

Postal Address

Suburb State Postcode

Phone Numbers Home Work

Mobile Other

Email Address

Resident Status: (please attach evidence)

Visa Type: (please attach evidence) Visa Expiry Date

Are you an existing UNDA employee? Yes No
 Do you give permission for UNDA to verify your visa status with the Department of Immigration & Citizenship? Yes No
 Do you give permission for UNDA to contact your referees? Yes No
 Do you wish to be considered for similar vacancies at UNDA? Yes No

ATTACHMENTS

Resume Yes No
 Covering letter Yes No
 Selection criteria Yes No
 Qualifications Yes No
 Other clearances (if applicable) Yes No

SIGNATURE

Applicants Signature Date

ACKNOWLEDGEMENT

Thank you for your application and for your interest in employment with the University of Notre Dame Australia.

- All applications will be acknowledged by email. Should you not receive an acknowledgement of the receipt of your application, please contact the Staffing Office. Otherwise your application may not be considered.
- The short- listing process is usually completed within 2 weeks of the closing date.
- If you have not been contacted within this timeframe, unfortunately you have not been successful in being short listed for an interview & no further correspondence will be forthcoming.
- The University reserves the right to appoint by invitation or make no appointment at all.