ABOUT THE UNIVERSITY OF NOTRE DAME AUSTRALIA

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.

The University of Notre Dame Australia is a private Catholic university with over 700 staff providing an exceptional educational experience to over 12,000 students across our Broome, Fremantle and Sydney campuses.

Degrees and courses are offered in: Arts & Sciences, Business, Education, Health Sciences, Law, Medicine, Nursing, Physiotherapy and Philosophy and Theology.

The University has sought to create an environment where staff and students feel part of a community, welcoming people from all backgrounds regardless of their faith. As a Catholic University, Notre Dame is committed to the pastoral care of staff and students.

The University seeks to recruit outstanding people who understand and respect our Objects, and have the skill, experience, qualifications, drive and persistence to pursue them. We expect our staff to be committed to excellence, to be creative, resourceful, self-initiating, and caring of each other and their students.

The University has a focus on educating the whole person and in forming our students intellectually within the context of the integration of faith and reason.

We achieve this through providing a liberal arts education in the Catholic intellectual tradition. As a young and innovative university, we are dedicated to providing a personal service to our students and adopting a caring approach to learning. Providing high quality university teaching, and professional work experience opportunities are critical to preparing our students for life and great career.

Integral to our success is our staff. We greatly value their loyalty to the University, our students and their commitment to striving for excellent results.

We look forward to welcoming you to our unique Notre Dame community.

For more information about Notre Dame, working for a Catholic university and our Staff Benefits visit notredame.edu.au/about/employment
POSITION DETAILS

Position title: Lecturer / Senior Lecturer

School: School of Law

Location: Fremantle Campus

Employment type: Full-time, Continuing

Remuneration: $111,247 - $136,276 pa (Level B/C), inclusive of $97,145 - $119,001 base salary pa, 13% superannuation and 17.5% annual leave loading

Academic level and commencement salary will be determined in consideration of the applicants experience and qualifications.

Closing date: 31 January 2020

About the role
This position is offered as either Lecturer or Senior Lecturer depending on candidates academic experience and qualifications. The role will be required to undertake an outstanding level of teaching and student consultation whilst assuming responsibility for all courses taught, including the preparation of course materials and marking of assessments.

Enquiries about the role
For further information about the role, please contact Dr Joan Squelch, Dean, School of Law on 08 9433 0952 or joan.squelch@nd.edu.au

How to apply
Submit your application to jobs@nd.edu.au

Applicants are expected to address all selection criteria in their application and have current and valid work rights in Australia.

For further information on how to prepare your application visit notredame.edu.au/about/employment/how-to-apply

Aboriginal and Torres Strait Islander people are encouraged to apply.

The University of Notre Dame Australia seeks to increase the diversity of our workforce to better meet the different needs of the University and its stakeholders and to improve equal opportunity outcomes for our staff.
DUTY STATEMENT

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 position reports to the Dean, School of Law.

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

1. undertaking a teaching load as determined by the Dean and consistent with the University Teaching Policy;
2. being available for student consultation;
3. assuming responsibility for all courses taught, including the preparation of course materials, setting and marking of assessments, and all administration to maintain and deliver the courses;
4. coordinating, formulating, invigilating and marking assessments as required;
5. participating in the development of curriculum materials for courses, courses and programs offered by the School;
6. performing administrative tasks associated with the functioning of the School;
7. assisting with the management of the student marketing, admission, interview, enrolment and reenrolment processes;
8. attending and participating in University functions, meetings, committees, professional development opportunities, events and activities as required;
9. carrying out activities to maintain and develop scholarship and research expertise relevant to the discipline;
10. researching and publishing in academic journals of choice;
11. other duties as directed by ensuring compliance with Occupational Health and Safety standards and guidelines including identifying, assessing and controlling health and safety risks in the workplace; and
12. other duties as directed by the Dean or delegate.

ORGANISATIONAL CHART

[Diagram of organisational chart]
SELECTION CRITERIA

Essential

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

Qualifications and Experience:

2. Experience in lecturing and/or tutoring in Priestley and foundational/compulsory law courses.
3. Experience in course coordination and course preparation including the setting and marking of assessments.
4. A proven high level of teaching performance.
5. A record of publication in peer-reviewed journals. (Senior Lecturer only)
6. PhD or nearing PhD completion (Senior Lecturer only)

Knowledge, Skills and Abilities:

7. Highly-developed interpersonal and communication skills.
8. Ability to work independently and as part of a team.
9. Excellent organisational and time management skills, attention to detail and demonstrated initiative and flexibility.

Desirable

1. Expertise, or at least an interest, in teaching Advocacy and Civil Procedure.
2. Demonstration of initiative to support organisational development.
3. Demonstration of engagement with the legal profession.