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**POSITION DESCRIPTION**

**POSITION DETAILS:**

|  |  |
| --- | --- |
| **POSITION TITLE** | Senior Lecturer in American Studies |
| **REPORTS TO** | Chief Operating Officer |
| **CLASSIFICATION LEVEL** | Level C |
| **PRIMARY ACTIVITY** | Senior Lecturer is expected to make a significant contribution to teaching and learning practice, design and evaluation within the Centre while continuing to build their research contribution, expertise and impact. |

**PRIMARY FUNCTION:**

* Contribute to outstanding educational design, delivery, and outcomes within the Centre’s teaching programs
* Apply scholarship and knowledge of contemporary pedagogical practice to inform innovative educational practice in and beyond the discipline of American Studies
* Undertake independent research with the aim of securing grant funding and publishing peer-reviewed work that meets the standards of the Centre and University
* Contribute to a positive workplace culture within the Centre and University
* Contribute to educational and administrative activities of the Centre and University
* Engage with the media and undertake outreach activities related to your educational practice.

**OVERVIEW OF THE CENTRE AND POSITION CONTEXT**

The United States Studies Centre at the University of Sydney is a university-based research centre, dedicated to the rigorous analysis of American foreign policy, emerging technology, economics, politics and culture. The Centre is a national resource, that builds Australia’s awareness of the dynamics shaping America and their implications for Australia.

**Vision**

A leading research institute, shaping policy, debate and ideas by deepening understanding of, and strengthening Australia's relationship with the United States.

**Mission**

To make discoveries and draw insights with tangible value for Australian policymakers, businesses, scholars, students and the general public, generated by independent, non-partisan, rigorous research, delivered through communication, teaching and outreach.

**Motto**

Analysis of America. Insight for Australia. Solutions for the Alliance.

**Culture**

We are committed to building a positive, collaborative and respectful culture driven by social responsibility, diversity, inclusion, mental health and sustainability. In 2023, the Centre won the Best Workplace Award and the Culture Change Award, both presented by international survey company X-Ref.

**KEY ACCOUNTABILITIES:**

|  |  |  |
| --- | --- | --- |
|  | | *Frequency* |
|  | **Builds and maintains reputation for academic excellence**   * Makes independent, original and innovative contributions to research and education which expand knowledge or practice in the discipline * Disseminates knowledge in disciplinary research and education to the benefit of, and to promote good practice in the Centre * Maintains a research profile which meets Centre expectations and standards and enhances the reputation of the Centre - including contributing to academic or professional journals on issues relevant to their discipline, engaging in keynotes and applying for comeptitive grants and/or generating other research income * Establishes a range of collaborations and partnerships with colleagues, experts, universities and industry * As appropriate, demonstrates research impact through engaging in knowledge or technology transfer and/or strong external collaborations and partnerships leading to commericalisation, improved policy or practice and/or enhancements to industry, the profession or the community * Maintains quality, standards and excellence in all education and research activities and outputs | Regular |
|  | **Contributes to outstanding teaching and learning outcomes**   * Coordinates and develops curricula within the Centre * Develops, trials and evaluates innovative practices in teaching and learning with a view to improving educational outcomes * Develops programs, technologies or teaching resources which are evaluated, shared and disseminated * Coordinates and engages in high-quality teaching and learning experiences which meet the Centre's expectations and standards for education * Demonstrates impact through improving student outcomes, experiences and learning * Supervises higher degree research students to successful completions * Mentors others towards success in teaching and learning | Regular |
|  | **Actively contributes to the research, education and administrative activities of the Centre**   * Makes a significant and holistic contribution to the research, education and administrative activities of the Centre (at undergraduate, honours and postgraduate level) * Provides mentoring and guidance to academics within the Centre, including mentoring others to academic success * Develops, manages and leads teams and projects * Provides leadership with a significant impact on the Centre in teaching, teaching innovation or curriculum development and/or research training and supervision | Regular |
|  | **Contributes to a positive workplace culture within the Centre**   * Contributes to a positive workplace culture in which diversity of thought, contribution, collaboration, excellence and achieving outcomes are valued and enabled * Interacts with students, staff and other members in a professional, collegial and respectful manner | Daily |
|  | **Contributes to the strategic direction of the Centre**   * Maintains an understanding of the Centre's strategic agenda and contributes to furthering that agenda * Contributes to the strategic direction of the Centre as articulated through the Centre's Strategic Plan/s or equivalent | Regular |
|  | **Engages and contributes beyond the Centre**   * Contributes expertise and knowledge to forums of public debate, where appropriate and consistent with Centre policy * Plays a major role and/or provides a significant degree of leadership in scholarly, research or professional activities relevant to any or all of their professions, disciplines or communities, including contribution of expertise through media and public events * Engages with the wider community through activities, partnerships and collaborations which contribute to improved links and outcomes for the profession, industry and/or community * Engages in (or is mentored in) translational research with a view to establishing strong, impactful relationship with outputs such as research and development, commercialisation, improved practices and policy development | Regular |

**KEY RELATIONSHIPS**

### INTERNAL – within the Centre

|  |  |  |
| --- | --- | --- |
| MAIN CONTACT | FREQUENCY | PURPOSE |
| Chief Operating Officer | Regular | Direct Manager |
| Research & academic teams | Daily | Work collaboratively to deliver key areas of accountabilities |
| Engagement & Impact team | Regular | Work collaboratively to deliver key areas of accountabilities |
| Operations team (events, students, general operations) | Regular | Work collaboratively to deliver key areas of accountabilities |

**POSITION DIMENSIONS**

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| --- | --- |
| **STAFF DATA** | |
| DIRECT REPORTS:  number of direct reports to this position, their classification and number of incumbents | 0 |
| INDIRECT REPORTS:  number of reports via subordinates to this position | 0 |

**EXPERIENCE, SKILLS AND QUALIFICATIONS**

| CRITERIA | ESSENTIAL | DESIRABLE |
| --- | --- | --- |
| A PhD in American Studies or social-science discipline (Anthropology, Economics, Political Science, International Relations, Political Economy, Sociology) | x |  |
| Teaching experience at tertiary level in American Studies or a cognate discipline | x |  |
| A strong track record for excellence in research and teaching, including recognition of achieving outstanding student outcomes | x |  |
| An ambitious and achievable three-year research plan | x |  |
| Prior experience with a diverse student body, including local, career-change and international students | x |  |
| Commitment to teamwork in curriculum development and other areas of academic administration | x |  |
| Prior experience working in a collegial and effective manner with colleagues at department, faculty, and University level, as well as with external stakeholders | x |  |
| Ability to undertake independent or participate in collaborative scholarly projects with demonstrated impact | x |  |
| Demonstrated capacity for engagement in outreach activities in American Studies or US history, politics, economics, or culture (e.g., public talks, debates, and media commentary) | x |  |
| Capacity to collaborate and teach across faculties, including with Arts and Social Sciences, Business, Law, or Engineering |  | x |
| Prior experience in a multidisciplinary American studies environment |  | x |

**WORKING WITH CHILDREN**

|  |  |
| --- | --- |
| If the position involves working with children, a **Working with Children Check clearance** must be obtained. Please refer to the [Working with Children Policy](about:blank) for further information. If appropriate to the role, please type **Yes** to indicate that a Working with Children clearance is required or **No** if the position is not child-related: | No |

**EQUAL EMPLOYMENT OPPORTUNITY / AFFIRMATIVE ACTION**

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| --- |
| Demonstrated understanding of the incorporation into Centre life of the principles of Equal Employment Opportunity and Affirmative Action [EOOnline](about:blank); and ability to work positively with staff and students from a diverse range of backgrounds. |

**WORK HEALTH AND SAFETY (WHS)**

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| --- |
| Understand your WHS responsibilities and actively ensure the health, safety and wellbeing of yourself and others at work in accordance with the Centre’s [WHS policy](about:blank) and [procedures](about:blank) and as described in the [role responsibilities](about:blank) on the WHS website. |

**AUTHORISATION**

The Supervisor and Appointed Delegate confirm that this is a true reflection of the duties and accountabilities of this role.

|  |  |  |  |
| --- | --- | --- | --- |
| SUPERVISOR | Position Title:  Academic Director | APPOINTED DELEGATED | Position Title:  COO |
| Name:  Dr. Rodney Taveira | Name:  Edward Palmisano |

*Kindly Note: The Supervisor and Appointed Delegated may be the same person. If this is the case, only complete “Appointed Delegated” box.*