

This position will be officially advertised on 5 January 2011 and applications close on 16 February. We are circulating this position description now so it can reach the widest audience. Please do not submit applications until 5 January.



POSITION DESCRIPTION

Job Title: Lecturer in Archaeology

Organisation Unit: School of Social Science

Reference Number: xxxxxxxxxx

Type of Employment: Full-time, fixed term for four years.

Classification: Academic Level B

Remuneration: Gross salary package from \$xxxxx to \$xxxxxx per annum.

\$76,789 - \$91,187 per annum base salary, plus 17% superannuation.

For staff entitled to 17% employer contributions, UniSuper does not mandate a level of member contribution to superannuation. However, in order to receive the full standard range of benefits under UniSuper, the member must pay 7% contribution from their salary (or a salary sacrifice equivalent contribution of 8.25%). It will be assumed that a 7% member contribution will apply unless the member formally notifies UniSuper of a decision to pay a lesser member contribution (or no member contribution).

Other options for salary sacrifice include a motor vehicle, laptop computer, campus car parking and "in-house" benefits.

Closing Date: 16 February 2011

Further Information: Professor Marshall Weisler telephone 61 (7) 3365 3038 or email m.weisler@uq.edu.au

Professor David Trigger telephone 61 (7) 3365 3170 or email d.trigger@uq.edu.au

BACKGROUND

The School of Social Science is one of the largest of its type in Australia with some 30 academic staff members who are widely published internationally and have extensive research backgrounds. Details of the research interests of academic staff may be accessed on the School's web site at <http://www.socialscience.uq.edu.au>

The School's strengths are reflected in its four discipline areas – anthropology, archaeology, criminology and sociology. Its archaeology discipline includes an internationally-recognised Archaeological Science Laboratory and the consultancy arm, the UQ Culture and Heritage Unit.

Over 70 students are presently enrolled in the School's research higher degree programs, with topics spanning the four discipline areas. We expect 30-35 archaeology students in the 2011 honours year. At the undergraduate level, the School offers majors in each discipline within the Bachelor of Arts, along with selected courses within a Bachelor of Social Science. The School is also involved in postgraduate coursework programs including the Master of Development Practice and the Graduate Certificate in Research Methods.

Information for Prospective Staff

Information about the University, State of Queensland, living in Brisbane and employment at the University is at the University's web site. (<http://www.uq.edu.au/staff>)

The University of Queensland Enterprise Agreement (Academic Staff) outlines the position classification standards for Levels A to E.

For a comprehensive guide to family friendly work practices and services visit the Work and Family web site at: <http://www.uq.edu.au/equity/index.html?page=11661>

Further information about the Faculty and the School may be accessed on the Faculty's web site at <http://www.uq.edu.au/sbs> .

DUTY STATEMENT

Primary Purpose of Position

To engage, as a lecturer, in undergraduate and postgraduate teaching, postgraduate supervision, and further development of the School's archaeology program, as well as performing research, administrative and other activities associated with the School.

Duties

Duties and responsibilities include, but are not limited to:

Teaching and Learning

- Teach into three or four undergraduate courses per year as specified by the Head of School – including course coordination.
- Develop innovative and research-informed course material.
- Teach and supervise at honours and postgraduate level.
- Provide input for developing the archaeology program.
- Where appropriate, teach subjects in flexible delivery mode.
- Consult with students.

Research

- Develop a high-profile research program including external funding.
- Publish high-quality scholarly papers in international journals.
- Work with colleagues and postgraduates in the development of joint interdisciplinary research projects.

Community Service

- Foster the School's relations with industry, government departments, professional bodies and the wider community.

Administration

- Perform a range of administrative functions in the School.
- Contribute to the processes that enable the academic team to manage the work of the School, including participation in School decision-making and serve on School

committees.

- Comply with the University's Code of Conduct (see the University's web site at <http://www.uq.edu.au/staff/employment/>).

Occupational Health and Safety:

- Comply with requirements of Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or School. (see the University's web site at <http://www.uq.edu.au/ohs/index.html?page=29596&pid=34977>).

Reporting Relationships

The position reports to the Head of School.

SELECTION CRITERIA

Qualifications

Essential

- Either a PhD in Archaeology, OR a PhD in Anthropology with specialisation in archaeology from a four-field university program as is common in the United States of America.

Knowledge and Skills

Essential

- Demonstrated expert knowledge in archaeological science.
- Knowledge and experience in one or more sub-areas of archaeology that are complementary to existing staff strengths.
- Demonstrated ability to work in interdisciplinary collaborations.
- Ability to develop innovative courses in archaeology.
- Demonstrated teaching skills at undergraduate level.
- An ability to supervise postgraduate students.
- An ability to establish effective relationships and to represent and promote the School of Social Science at a university and wider community level, including industry, government and professional bodies.

Desirable

- Specialisation in geoarchaeology or residue analysis.
- Geographic area of specialisation and active field research in Central or South America, Africa, or East Asia (including South East Asia).

Experience

Essential

- Demonstrated strong research track record.
- Evidence of a high quality publication record.
- Evidence of external research funding.
- Evidence of high quality teaching and supervision.
- Experience in curriculum design and program coordination.

Desirable

- Experience in alternative modes of teaching (e.g., intensive and blended learning).
- Experience in liaising and collaborating with external agencies to develop cooperative research initiatives.
- Ability to work with Indigenous communities.
- Experience and ability to carry out applied or consulting research.

Personal Qualities

Essential

- Ability to work collaboratively with colleagues.

- High level interpersonal and communication skills.

Seminar

Applicants selected for interview may be invited to present a seminar in conjunction with the selection interview process.

APPLICATION

Applications must consist of the following:

1. Covering Letter. The covering letter should include the vacancy reference number, your contact address and telephone number. It is an opportunity in not more than one page to introduce yourself and highlight the key reasons for your interest in the position.
2. Resume or Curriculum Vitae. A resume is a brief history of your employment and experience that covers the following areas:
 - Educational qualifications and professional affiliations that detail the full title of the qualification, the year awarded and the title of the institution attended;
 - Employment history in chronological order, starting with current position and specifying dates of employment, title of each position, name of employer, main duties or accountabilities and achievements; and
 - The names and contact details (address, telephone, fax and e-mail) of three referees, including if possible a senior person (preferably your supervisor or the head of your organisational unit) closely associated with your current work.
3. Selection Criteria. A statement addressing how each of the selection criteria have been met is required to assist the Selection Committee determine whether you have the relevant qualifications, knowledge/skills, experience and personal qualities.

An academic curriculum vitae should include research fields and current interests, publications (full list as attachment with three most significant marked with an asterisk), research grants awarded and, if applicable, details of teaching evaluation.

Applications are to be sent to:

Ms Chelse Kyle
Human Resources Consultant
Faculty of Social and Behavioural Sciences
The University of Queensland
Brisbane QLD 4072

or e-mail: applications@sbs.uq.edu.au

Please note:

- Applications should be wordprocessed;
- Do not send applications that are bound or enclosed in plastic or manilla folders;
- Simply staple the application at the top left hand corner; and
- Retain a copy for your reference because the University does not return copies to applicants.

SELECTION PROCESS

A Selection Committee will consider all applications and shortlist candidates for interview who appear to meet the selection criteria at the highest levels. They will be invited to attend an interview and the remaining unsuccessful applicants will be notified accordingly.

An invitation to attend an interview provides an opportunity to provide further information to the Selection Committee to substantiate your claims against the selection criteria or demonstrate your capabilities. Please note that for some positions interviews may be conducted by teleconference in the first instance.

The Selection Committee will subsequently seek referee reports, if not sought prior to interview, before making a decision to make an offer of appointment to the preferred candidate. The purpose of referee checks is to obtain, in confidence, factual information about your past work history, as well as opinions regarding the quality of your work, behaviour in the work place and suitability for the position. Referee reports may be sought orally, or for academic staff, in writing by post or e-mail.

Referees should normally include current supervisors or and/or managers. A referee must be able to comment on your work experience, skills and performance with respect to the selection criteria. Referee checks conducted after the interview process can sometimes delay notification of the successful candidate and other interviewees.

If you are the preferred candidate, you will receive a written offer of appointment to the position. Do not take any action, such as resigning from your current position, before you receive a **written offer** of appointment.

The University of Queensland is an equal opportunity employer.

Smoking is prohibited in all University buildings.