



POSITION DESCRIPTION

Victorian College of the Arts
Faculty of VCA and MCM

Lecturer in Film & Television (Breadth)

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| POSITION NO | 0039720 |
| CLASSIFICATION | Lecturer, Level B |
| SALARY | \$98,775 – \$117,290 p.a. (pro rata) |
| SUPERANNUATION | Employer contribution of 17% |
| WORKING HOURS | Part-Time (0.7 FTE) |
| BASIS OF EMPLOYMENT | Continuing |
| OTHER BENEFITS | http://about.unimelb.edu.au/careers/working/benefits |
| HOW TO APPLY | Online applications are preferred. Go to http://about.unimelb.edu.au/careers , under 'Job Search and Job Alerts', select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number. |
| CONTACT FOR ENQUIRIES ONLY | Ms Nicolette Freeman Tel +61 3 9035 9017 Email nfreeman@unimelb.edu.au <i>Please do not send your application to this contact</i> |

For information about working for the University of Melbourne, visit our website:

about.unimelb.edu.au/careers

Position Summary

Film and Television at VCA offers screenwriting and film production education at undergraduate and post-graduate levels, with many areas of practical and theoretical crossover.

VCA Film and Television also offers elective subjects in film production related subjects to students enrolled in other disciplines. These are known as Breadth subjects.

Lecturer in Film and Television (Breadth) will coordinate and teach into VCA Film and Television's Breadth subjects, as well as maintain and develop his/her scholarly, research and/or professional activities relative to the profession or discipline.

The appointee will be involved in subject development, design and the delivery and maintenance of high quality teaching programs, as well as support VCA in the achievement and further development and enhancement of its purpose and vision.

This teaching and coordinating role calls for strong leadership and high levels of organizational and administrative ability and includes the management and smooth facilitation and effective delivery of subjects to diverse student cohorts. This role is also responsible for the coordination and management of the teaching and technical teams, which will predominantly comprise sessional staff members.

Project Management experience will be advantageous for Subject Coordination responsibilities which include setting the example in disciplinary practice, adopting scholarly teaching practices, contributing to the development and continual refinement of subjects, maintaining subject quality and disciplinary integrity, attending to the educational interests of the students, and building collaborative networks.

The appointee will principally undertake teaching and coordination duties relating to their primary role at the institution but should be prepared to initiate and take on teaching and coordination of other projects/programs as they arise. This part-time position will report primarily to the Head of Film and Television and liaise with the Undergraduate Coordinator (where appropriate) with responsibilities to work with other academic and professional staff and the appropriate technical staff to deliver the teaching activities.

1. Selection Criteria

1.1 ESSENTIAL

- ▶ A PhD in a related field or professional practice of equivalent duration and/or standing
- ▶ Significant achievement in professional activities in the discipline area of film and television
- ▶ Appropriate coordination, management and administrative experience in a tertiary education context.
- ▶ Previous experience in undergraduate curriculum development and successful subject development and delivery.
- ▶ Demonstrated ability to coordinate, lead and manage a small team
- ▶ Strong communication and interpersonal skills, and ability to work as part of a team.
- ▶ Demonstrated links and contacts within the film and television industry.
- ▶ Demonstrated willingness to contribute to the strategic development of Film and Television, the Faculty programs and its public profile.

- ▶ Understanding of the research environment in the field including current debates and practices, and the needs of research students.
- ▶ Demonstrate a developing national research profile, undertaking independent original research and carrying out activities to develop expertise relevant to the discipline.
- ▶ Demonstrated capacity to engage with current and emerging film and television practices and discourse.

2. Special Requirements

- ▶ A willingness to work irregular hours and timeframes within the academic calendar and attend engagement activities aligned with courses and programs.

3. Key Responsibilities

3.1 TEACHING AND LEARNING

This position will be actively involved in the teaching and administration of the relevant academic programs in Film and Television as offered by the Faculty.

Reporting to the Head of Film and Television, this position is responsible for:

- ▶ The ongoing development and maintenance of professionally relevant, high quality curricula, course and subject material in the discipline of Film and Television in consultation with appropriate staff.
- ▶ Undertaking a range of coordination and associated administrative tasks, the majority of which are connected with the subjects in which the academic teaches.
- ▶ Conducting tutorials, practical classes, demonstrations, workshops, student field excursions and/or studio sessions.
- ▶ Sourcing, managing and supervising quality sessional staff and guest speakers for delivery of teaching and/or assessment, including providing a briefing to those staff on the diversity of the student cohort and being considerate of that in their delivery of teaching material and provision of feedback.
- ▶ Undertaking consultation with students regarding teaching and assessment
- ▶ Contributing to curriculum development with appropriate consultation with other members of the discipline group.
- ▶ Developing learning materials, including online delivery and innovative teaching methodologies
- ▶ Analysing the learning needs of students and identifying appropriate approaches to teaching
- ▶ Developing ways to improve practice by obtaining and analysing feedback
- ▶ Developing formative and summative assessments appropriately linked to learning goals
- ▶ Embedding reflective practice within all aspects of teaching
- ▶ Effective management and coordination of casual staff members

3.2 RESEARCH

- ▶ Contribute to the artistic research programs of the VCA and be actively involved in professional activity
- ▶ Maintain research active status according to the Faculty research guidelines and university expectations.
- ▶ Seek and maximise opportunities for multidisciplinary collaboration within the University and between VCA & MCM disciplines and programs and cooperation across and within disciplines.
- ▶ Attract and supervise to completion honors, graduate and research higher degree students as required

3.3 ENGAGEMENT

- ▶ Involvement in professional activity, including membership of bodies and/or professional societies.
- ▶ Contribution to the advancement of pedagogy in the community through active involvement, which could include outreach programs, liaison with the peak professional organisations for the benefit of students and the VCA, and contributions to journal and other relevant publications.
- ▶ Communication of professional skills, knowledge and expertise to the wider community.

3.4 LEADERSHIP AND SERVICE

- ▶ Attend Film and Television and/or faculty meetings and/or membership of a number of committees, as required.
- ▶ Participate in program planning and delivery within budget and in alignment with the Faculty and Film and Television's Vision, Purpose and Strategic Business Plans.

4. *Equal Opportunity, Diversity and Inclusion*

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised

as vital in our continuous desire to strive for excellence and reach the targets of Growing Esteem.

5. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

6. Other Information

6.1 FILM AND TELEVISION

<http://www.vca.unimelb.edu.au/ftv>

6.2 FACULTY OF VCA AND MCM

<http://vca-mcm.unimelb.edu.au>

6.3 THE UNIVERSITY OF MELBOURNE

The University of Melbourne is a leading international university with a tradition of excellence in teaching and research. With outstanding performance in international rankings, Melbourne is at the forefront of higher education in the Asia-Pacific region and the world. The University of Melbourne is consistently ranked among the world's top universities. Further information about our reputation and global ranking is available at

www.futurestudents.unimelb.edu.au/explore/about/reputation-rankings

Established in 1853, shortly after the founding of Melbourne, the University is located just a few minutes from the centre of this global city. The main Parkville campus is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide range of knowledge-based industries.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded. Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>.

6.4 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

- ▶ Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>
- ▶ The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.
- ▶ The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs. <http://research.unimelb.edu.au/index.html#home>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.

Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.

Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of *Research at Melbourne: Ensuring Excellence and Impact to 2025*.

6.5 EQUITY AND DIVERSITY

Another key priority for the University is access and equity. The University of Melbourne is strongly committed to an admissions policy that takes the best students, regardless of financial and other disadvantage. An Access, Equity and Diversity Policy Statement, included in the University Plan, reflects this priority.

The University is committed to equal opportunity in education, employment and welfare for staff and students. Students are selected on merit and staff are selected and promoted on merit.

6.6 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <http://www.unimelb.edu.au/unisec/governance.html>.