



POSITION DESCRIPTION

Department of Anatomy and Physiology
Faculty of Medicine, Dentistry and Health Sciences

Lecturer in Anatomy - Learning and Teaching

POSITION NO	0048557
CLASSIFICATION	Lecturer, Level B
SALARY	\$ 114,645.00- \$ 136,136.00 p.a.
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full Time (1.0 FTE)
BASIS OF EMPLOYMENT	Fixed-term for 12 months
OTHER BENEFITS	https://about.unimelb.edu.au/careers/staff-benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Associate Professor Charles Sevigny Tel +61 3 8344 9791 Email: sevignyc@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

Acknowledgement of Country

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

Position Summary

The Lecturer will support learning and teaching Academics in the Department of Anatomy and Physiology, assisting in the management of undergraduate subjects. The role offers an exciting opportunity to work with experienced teaching Academics and develop skills in subject management and face-to-face teaching.

The successful applicant will be expected to assist with subject coordination, including administrative duties ; assist in running practical classes (workshops and dissections); and contribute to the development and delivery of assessment, including marking of written exams. They will also be required to demonstrate in anatomy practical classes (workshops and dissections).

This position is well suited to a candidate wishing to build practical experience in tertiary learning and teaching.

The School of Biomedical Sciences and its Departments foster a values-based culture of innovation and creativity to enhance the research performance of the University and to achieve excellence in teaching and research outcomes.

We invest in developing the careers and wellbeing of our students and staff and expect all to live our Faculty Values of:

- ▶ Collaboration
- ▶ Compassion
- ▶ Respect
- ▶ Integrity
- ▶ Accountability

1. Key Responsibilities

1.1 TEACHING AND LEARNING

- ▶ Undertake subject coordination duties, and teaching support activities as required by Department Academics
- ▶ Engage in subject management activities including, but not limited to:
 - Manage LMS/Canvas sites and other learning management tools, including copyright compliance of teaching materials and Readings On-Line.
 - Moderation of Student-facing subject communications (e.g. subject email addresses, discussion boards, etc)
 - Management of student groups and assignment submission protocols
 - Assistance with preparation of student-facing subject documents such as assessment information sheets and Canvas information
- ▶ Contribute to the oversight of sessional staff involved in teaching support for anatomy subjects including recruitment, appointment, induction, and ongoing management and communication
- ▶ Contribute to assessment development and delivery (in place or online), including marking of written assessments.
 - and deliver human anatomy practical classes, incorporating dissection as well as on-line and digital learning experiences.
- ▶ Deliver, demonstrate and supervise demonstrations in human cadaveric anatomy practical classes incorporating dissection, prosection and digital learning experiences (workshops and dissections).

1.2 LEADERSHIP AND SERVICE

- ▶ Interact with a growing and innovative community of practice within the Department of Anatomy and Physiology, the School of Biomedical Sciences, and the University's Learning Environments.
- ▶ Progressively assume leadership roles in the delivery of Anatomy practical classes.
- ▶ Attend seminars and workshops relevant to the development and improvement of teaching approaches.
- ▶ Attendance at departmental and/or faculty meetings/seminars as appropriate.
- ▶ Effective demonstration and promotion of University values including diversity and inclusion and high standards of ethics and integrity.

1.3 COMPLIANCE AND OH&S

- ▶ Maintain a sound knowledge of current University Policy and Procedures, and reliably follow these or provide compliant advice to others.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in Section 3 and 4.
- ▶ Behavioural Expectations - All staff are expected to maintain the following behaviours:
 - ▶ Treat everyone equitably; act fairly with staff and demonstrate respect for diversity.
 - ▶ Be an effective team player who is cooperative and gains the trust and support of staff, peers and clients through collaboration.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A PhD or equivalent tertiary degree or professional qualification with a strong knowledge of topographical and/or clinical anatomy, or a combination of relevant experience and/or education/training.
- ▶ Demonstrated experience in the use of human Body Donor dissection in teaching
- ▶ Demonstrated excellence in tertiary teaching in a variety of settings (small and large group, undergraduate and/or postgraduate, face-to-face and online).
- ▶ High level interpersonal and communication skills, including the ability to liaise well with Academic and Professional staff and students of the Department to consistently deliver high standards of professional communications.
- ▶ Demonstrated experience working as part of a team and providing support and guidance to manage critical and competing priorities in a highly dynamic and flexible environment
- ▶ Clear evidence of development, delivery, marking, and evaluation of quality of student assessments.

2.2 DESIRABLE

- ▶ PhD in topographical and/or clinical anatomy
- ▶ Demonstrated skills in using/maintaining the Canvas Learning Management System.
- ▶ Demonstrated experience working with clinical partners in teaching

2.3 OTHER JOB RELATED INFORMATION

- ▶ Annual leave must be discussed and agreed with the Supervisors and Head of Department. It is preferable for leave to be taken during the non-teaching periods in the academic year.
- ▶ This position requires the incumbent to hold a current and valid Working with Children Check.
- ▶ This position requires experience in handling human cadaveric material.

3. 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 Advancing Melbourne strategy that addresses 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 Advancing Melbourne.

4. 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:

<https://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.

5. Other Information

5.1 SCHOOL OF BIOMEDICAL SCIENCES

<https://biomedicalsciences.unimelb.edu.au/departments/anatomy-and-physiology>

As part of the Faculty of Medicine, Dentistry and Health Sciences since 2015, the School comprises three Departments, [Departments of Anatomy and Physiology](#), [Biochemistry and Pharmacology](#), and [Microbiology and Immunology](#). It has 85 research groups across the three departments, awarding-winning teachers and more than 2500 equivalent full-time student enrolments each year.

Our Mission

Create an innovative and inclusive academic environment building on a strong legacy of world-class excellence and lay the foundation for new generations of biomedical researchers to create new knowledge and lead the revolution in biomedicine, and realise their dream of advancing human health locally and globally.

Our Vision

- Promote collegiality and an inclusive academic environment through the engagement of partners, institutes, hospitals, industries, government and the community at large.
- Cultivate the highest level of excellence in research and education.
- Attract and develop a diverse and talented academic workforce.
- Lead the revolution in biomedicine and translate research outcomes into life transforming healthcare.
- Strengthen our intellectual and technological environment through interdisciplinary interactions, integration of resources and creative thinking.
- Seize all opportunities to create the conditions for sustainability.
- Observe the highest standards of ethics and integrity.

The Department of Anatomy and Physiology is a highly successful teaching and research department within the School of Biomedical Sciences. We teach into the Bachelor of Biomedical Science and the Master of Biomedical Science through the delivery of subjects across the teaching disciplines of Anatomy, Cell & Developmental Biology, Neuroscience, and Physiology. Our teaching programs are widely recognised for their innovative approach and delivery, both through the development of online resources and in the use of student-focused, active learning approaches. Constant review and refinement of the curriculum and educational methods ensures that we best prepare students for scientific independence as they enter graduate and postgraduate professional and research careers.

The Department of Anatomy and Physiology's key research themes are Neuroscience, Metabolic and Cardiovascular Sciences, Muscle Biology and Stem Cell and Developmental Biology. We are home to 35 world-class research laboratories led by a dynamic team of forward thinkers. Through cutting-edge facilities, innovative research, training opportunities and the support of diverse funding streams, we remain at the forefront of disease-focused research.

Our synergies in teaching extend beyond award programs to custom education programs focused on health professionals and industry. These programs are supported by our Anatomical Services Unit, one of the largest donor programs in the country, and our clinical networks in the Melbourne Biomedical Precinct.

5.2 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

<https://mdhs.unimelb.edu.au>

The Faculty of Medicine, Dentistry and Health Sciences (MDHS) is Australia's pre-eminent medical, health sciences and biomedical faculty and is recognised for its research, teaching, training, and policy leadership across all these fields.

The Faculty employs more than 3,000 staff, attracts more than 8,300 students each year and comprises six schools; 37 departments, centres and institutes; and 160 courses.

A large portion of our workforce work in hospital-based departments. We also have over 5,000 honorary staff including hospital-based staff and those in partner research institutes. Our people publish more than 10,000 peer reviewed publications every year and more than 50% of these include an international co-author.

In 2021 our research income was approximately 400M, comprising over 62% of research income for the University of Melbourne and conducting approximately 47% of all research across the University.

We are Australia's overall leader in clinical and health, ranked 14th globally in 2022 by the Times Higher Education World University Rankings. The 2023 Academic Ranking of World Universities ranks the University of Melbourne as first in Australia in clinical medicine (14th internationally), public health (12th internationally), human biological sciences and medical technology.

The University educates more health professionals, graduates, research and higher degree students and attracts more national competitive funding than any other Australian university. The Faculty offers a suite of professional entry masters level graduate programs, including the Doctor of Medicine (MD), the Doctor of Dental Surgery (DDS), and the Doctor of Physiotherapy (DPT) in addition to a range of graduate level programs such as the Master of Public Health, Master of Primary Health Care, Master of Social Work, Master of Clinical Audiology, Master of Speech Pathology, Master of Clinical Optometry, and many more in nursing, social work, health sciences and psychology.

Over 1,400 graduate research students conduct research supervised by over 2,300 staff and honoraries across the Faculty's six schools and in affiliated health services and research institutes. University departments are embedded in a range of health services including the Austin Hospital, Northern Hospital, Royal Melbourne Hospital, St Vincent's Hospital, The Royal Women's Hospital, Royal Children's Hospital, Western Hospital, Mercy Hospital and rural partners such as Goulburn Valley Health.

Our strategic plan, Advancing Health 2030, sets out a unifying vision for the Faculty to meet the challenges of a changing world and continue to make an impact on the health and wellbeing of our communities. The strategy has been designed to support and bring to life the University's overall Advancing Melbourne strategy. Read more at: <https://mdhs.unimelb.edu.au/advancing-health-2030>

5.3 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville 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. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

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>

5.4 ADVANCING MELBOURNE

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

- ▶ We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.
- ▶ We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.
- ▶ We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.
- ▶ We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

5.5 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 <https://about.unimelb.edu.au/strategy/governance>