



POSITION DESCRIPTION

Faculty of Science

Faculty of Science, Excellence in Diversity Fellowship – Gender Equity in STEM

The Faculty of Science is seeking to increase the representation of women in the academic workforce across science disciplines, and therefore strongly encourages applications from female candidates, in line with the special measure provided for under section 12 of the Equal Opportunity Act 2010 (VIC). We also encourage transgender and gender diverse candidates to apply.

POSITION NO	0053902
CLASSIFICATION	Level B
SALARY	\$107,547 - \$127,707 p.a. (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Part time (minimum of 0.5 FTE) or Full-Time (1 FTE) <i>The University of Melbourne is strongly committed to supporting diversity and flexibility in the workplace. Applications for part-time or other flexible working arrangements will be welcomed and will be fully considered subject to meeting the inherent requirements of the position.</i>
BASIS OF EMPLOYMENT	Fixed-Term position available for 2 years.
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 , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Email science-philanthropicawards@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 country throughout Australia. The University recognises the unique place held by Aboriginal and Torres Strait Islander peoples as the original custodians of country and their continued connection to the land, waterways, songlines and culture. The University respects all Aboriginal and Torres Strait Islander People and warmly embrace those students, staff, Elders and collaborators who identify as First Nations.

Position Summary

To support the need for greater diversity and inclusion within the University of Melbourne, the Faculty of Science has recently developed targeted diversity strategies in the areas of Indigenous Engagement and Gender Equity. This Fellowship has been developed to support the aims of these strategies by attracting, supporting, and retaining outstanding early career researchers with significant potential for research, community impact and contribution to workplace culture.

The University offers a world-class and robust research environment that is internationally engaged and recognised, community focused, with many outstanding areas of research strength. The University is committed to building a brilliant, diverse, and vibrant University community to better meet its purpose; to benefit society through education and research.

The successful applicant will propose and conduct innovative research (see definition below) on a topic(s) of their choice, leading to the production of research outputs (see definition below), presentations at conferences and to key stakeholders, they will be involved in external research collaborations and demonstrate other measures of research impact. The fellow will be based in one of the Schools within the Faculty of Science and will be encouraged to engage with other academics and contribute more broadly to the core activities of both their host School and the Faculty.

The fellow will be provided with an academic mentor as well as appropriate support programs to aid the development of their independent research program. The Fellowship will be for a paid, full-time (or part time minimum of 0.5FTE) position for a period of two years, the fellow will be further supported by a research grant of \$15,000 per annum which will be made available to support the research program.

NB: for the purposes of this position, we define the following terms as:

Research: we define “research” as undertaking any form of project that aims to build an understanding and development of a particular topic, recognising the broad diversity of ways that knowledge is investigated and produced across cultures and traditions.

Outputs: academic publications, the development of written resources or booklets, curriculum development, audio-visual material, and other forms of work that communicate and share the work being done to relevant stakeholders.

1. Key Responsibilities

The position description should be read alongside [Academic Career Benchmarks and Indicators](#).

The successful applicant would be expected to have well established academic skills and strong academic performance (approaching or progressing towards the benchmarks for Level B).

1.1 RESEARCH

You are expected to significantly contribute towards the research effort of the team and to develop your research expertise with an increasing degree of autonomy.

- ▶ In collaboration with Senior Academic staff plan and carry out research in your nominated research project topic and work towards completion of the aims of the project.
- ▶ Build an independent research program that involves collaboration with internal and/or external groups and organisations, government, industry, or academia.
- ▶ Contribute to the preparation, or where appropriate lead preparation of research proposal submissions to internal or external funding bodies to support their program
- ▶ Actively participate in research seminars and conferences to disseminate research findings as opportunities arise
- ▶ Initiate and conduct high quality innovative, internationally competitive research and contribute to the generation of knowledge through publications, presentations, industry advisory groups and other engagements with external stakeholders.
- ▶ Undertake administrative functions and obligations to support the activities of the host School

1.2 RESEARCH TRAINING

- ▶ Contribute to training, scientific mentoring and supervision of students and junior research staff in the appointee's area of expertise.

1.3 LEADERSHIP AND SERVICE

- ▶ Actively participate in School meetings and with guidance, contribute to planning activities or committee work to support capacity building in the Faculty, School and/or discipline.
- ▶ Effective demonstration and promotion of University values including diversity and inclusion and high standards of ethics and integrity
- ▶ Actively contribute to School activities such as Open day to promote student engagement.
- ▶ Support colleagues within the School and Faculty to enhance the Faculty's research and teaching excellence.

1.4 OTHER DUTIES

- ▶ Perform other tasks as requested by the supervisor or the Head of School
- ▶ Actively participate in the University Professional Development Framework
- ▶ Ensure an up-to-date record of University compliance courses, such as, but not limited to, Appropriate Workplace Behaviour, PDF for Staff and Supervisors, OH &S training courses.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 4.

2. Selection Criteria

Selection criteria will be addressed by completing the attached Research Proposal Form.

The award will be open to all candidates, irrespective of nationality or residence at the time of application. Appointment of a Fellow from overseas is subject to the Fellow's successful application for an appropriate visa as well as the potential for the candidate to enter the country due to COVID restrictions.

The basis of the appointment will be the merit of the candidate, as well as the potential of the research program to either enhance the existing research or explore novel areas of enquiry in the Faculty of Science. The applicants will be considered with a performance relative to opportunity framework.

2.1 ESSENTIAL

- ▶ Completion of a PhD in a relevant discipline with subsequent relevant experience.
- ▶ Ability to work within and contribute to the performance and culture one or more of the six schools in the Faculty of Science – Biosciences; Chemistry; Physics; Mathematics and Statistics; Geography, Earth, and Atmospheric Sciences).
- ▶ A demonstrated track record of independent research excellence (relative to opportunity) as evidenced by research outputs in leading journals for the discipline and other measures of academic peer recognition and/or research impact external to the academy.
- ▶ Demonstrated ability to prepare research reports and manuscripts for publication
- ▶ Strong evidence of ability and desire to build an academic research career trajectory
- ▶ Excellent written and verbal communication skills, as evidenced by primary roles on publications, invitations to present at conferences and or engagement with external stakeholders (e.g., media or industry).
- ▶ Demonstrated ability to develop, administer and see through to completion appropriately designed research projects with limited supervision

DESIRABLE

- ▶ Experience in assisting with supervision of graduate students and/or Honours or Masters students.
- ▶ Demonstrated ability to engage with relevant professional and industry bodies and stakeholders to foster collaborative partnerships.
- ▶ Demonstrated excellent organisational skills to meet deadlines and bring projects to a timely completion
- ▶ The ability to attract external funding through grant applications and/or support in funded joint projects with others internal or external to the university.

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 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.

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:

<http://safety.unimelb.edu.au/topics/responsibilities/>

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

5. Other Information

5.1 BUDGET DIVISION

<http://www.science.unimelb.edu.au>

Science at the University of Melbourne is the most highly ranked Faculty of Science in Australia. Science is defined by its research excellence in the physical and life sciences and is at the forefront of research addressing major societal issues from climate change to disease. Our discoveries help build an understanding of the world around us.

We have over 150 years of experience in pioneering scientific thinking and analysis, leading to outstanding teaching and learning and offer a curriculum based on highly relevant research, which empowers our STEM students and graduates to understand and address complexities that impact real world issues and the challenges of tomorrow.

We aspire to engage the broader community with the impact that Science has on our everyday lives. Through the strength of our internships and research project offerings, our students are provided opportunities to engage with industry partners to solve real-world issues.

The Faculty of Science has over 50,000 alumni and is one of the largest faculties in the University comprising six schools: BioSciences, Chemistry, Ecosystem and Forest Sciences, Mathematics and Statistics, Physics and the School of Geography, Earth and Atmospheric Sciences.

The Faculty is custodian of the Bio21 Molecular Science and Biotechnology Institute, the Indigenous Knowledge Institute, the Melbourne Energy Institute, the Office for Environmental Programs and home to numerous Centres.

Science manages more than \$301 million of income per annum, with a staff base in the order of 250 FTE professional staff, and more than 662 FTE academic staff.

We offer a range of undergraduate, honours, graduate and research degrees; enrolling over 10,800 undergraduate and 2,500 graduate students. The Faculty of Science is the custodial Faculty for the BSc (Bachelor of Science). The Faculty of Science is highly research focused, performing strongly in the Australian Research Council competitive grants schemes. The Faculty of Science is currently growing its competitiveness and standing in the National Health and Medical Research Council and health space.

The Faculty of Science provides community services and industry partnerships based on a solid foundation of research in the pure and applied sciences. The Faculty has an endowment of approximately \$100 million. The annual income from the endowment supports more than 140 prizes, scholarships and research awards, and numerous academic positions.

5.2 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>.

5.3 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.

5.4 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/governance>