



POSITION DESCRIPTION

Veterinary Clinical Sciences, Melbourne Veterinary School
Faculty of Veterinary and Agricultural Sciences

Tutor (Small Animal Surgery)

POSITION NO	0052634
CLASSIFICATION	Level A
SALARY	\$75,289 - \$102,163 p.a.
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	Full-time (1.00 FTE)
BASIS OF EMPLOYMENT	Fixed-term position available for up to 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	Stewart Ryan Tel +61 3 8001 2561 Email stewart.ryan@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

The Tutor (Small Animal Surgery) will provide excellence in clinical service delivery and quality teaching at the University of Melbourne's Faculty of Veterinary and Agricultural Sciences, Melbourne Veterinary School. Working within the University's teaching hospital, the U-Vet Werribee Animal Hospital (U-Vet), this position will provide high quality services in Small Animal Surgery.

Reporting to the relevant Head of Service, the Tutor (Small Animal Surgery) will work with the support and guidance of more senior academic staff, with an increasing degree of autonomy, whilst working collaboratively and effectively as part of a team.

The position will be responsible for providing practical instruction, mentoring and teaching in the area of Small Animal Surgery for DVM students and will also include some formal didactic teaching and preparation of teaching materials. The role will contribute to the management and development of the Small Animal Surgery service within U-Vet. The position will work collaboratively across the hospital and provide support to colleagues in other services in relation to case management.

The Tutor (Small Animal Surgery) will actively participate in leadership and service both within and outside the University and broader community and be an effective member of committees at the Department or School level as appropriate.

Tutors at the University of Melbourne will develop their expertise in teaching and/or scholarly activities with an increasing degree of autonomy. As with all University staff, the effective promotion of positive engagement in learning and career development of self and others, and actively promoting equity, diversity and cultural awareness consistent with University values is an expectation of this role.

The position will be primarily located at the Werribee campus of the University of Melbourne but will be expected to teach and attend meetings, seminars and conferences at other campuses or facilities from time to time.

1. Key Responsibilities

The University of Melbourne sets Minimum Standards for Academic Levels (MSALs) expected from academic staff. The levels are differentiated by level of complexity, degree of autonomy, leadership requirements of the position, and level of achievement of the academic.

Below is the standard for Level A academic staff.

Level A – Tutor, Research Assistant (Grade 2), Research Fellow (Grade 1)

A level A academic will work with the support and guidance from more senior academic staff and will work under the supervision of academic staff at level B and above.

A level A academic is expected to develop their expertise in teaching, scholarship and/or research with an increasing degree of autonomy and may work with limited supervision and/or as part of a team.

A level A academic will contribute to teaching at the institution (at a level appropriate to the skills and experience of the staff member) and/or undertake research and/or engage in professional activities appropriate to his or her profession or discipline.

They will undertake administration primarily relating to their activities at the institution.

The contribution to teaching and supervision of students of level A academics will be primarily at undergraduate and graduate diploma level.

The results of research conducted may be published as sole author or in collaboration.

1.1 TEACHING AND LEARNING

- ▶ Contribute to innovative teaching, learning and supervision of veterinary students which may include, but is not limited to, DVM4 clinical rotations, clinical skills training, preparation and presentation of lectures, tutorials and practicals, marking and assessment across all levels of the DVM curriculum.
- ▶ Maintain currency with the latest ideas in the discipline to enable teaching in the discipline.
- ▶ Provide academic mentoring to veterinary students within the scope and level of the position.
- ▶ Assist in the attraction of funding to support teaching and/or scholarly activities resulting in the publication of journal papers, articles or conference papers.
- ▶ Ensure consistently strong teaching evaluations and other evidence of positive student feedback and peer review.
- ▶ Assist with input and/or design of tutorial material to ensure teaching materials remain relevant and current.
- ▶ Continue to develop expertise in teaching and scholarship and engage in professional activities within the profession which may benefit self, the discipline and students.
- ▶ Assist in the development and implementation of education models that can be applied across a broad range of government and industry settings.

1.2 RESEARCH AND RESEARCH TRAINING

- ▶ This is an Academic Teaching Specialist position and there is no expectation to undertake research, however, the incumbent may elect to undertake research, in a relevant discipline.

1.3 LEADERSHIP AND SERVICE

- ▶ Lead by example and ensure the values, standards and expectations for appropriate behaviour in the workplace and the best interests of a leading University are upheld as well as the University's commitment to a diverse and inclusive workplace.
- ▶ Assist with the provision of leadership in the discipline and foster excellence in teaching and scholarly activities.
- ▶ Actively promote the strategic goals of the Department of Veterinary Clinical Sciences.
- ▶ Contribute to the discipline and engage in professional activities which increases the profile of the School, Faculty and University.
- ▶ Under the supervision and guidance of more senior staff, build and develop partnerships and collaborative opportunities across the Faculty and with external stakeholders.
- ▶ Actively participate in professional activities including consulting, workshops and courses for external participants as well as education events, practitioner seminars and tutorials.

- ▶ Perform administrative tasks and serve on committees as directed and as appropriate for the level of appointment.
- ▶ Engage with students to maximise positive experiences and assist to develop student experience initiatives within the curriculum that contribute to the development of a strong student cohort.
- ▶ Foster a harmonious workplace environment that is conducive to productivity; promotes creativity; and rewards and recognises individuals and group achievement.
- ▶ Champion ethical debate, education and industry engagement.
- ▶ Promote student well-being and ensure all students are aware of all University support services, working in collaboration or seeking advice from more senior staff.
- ▶ Actively contribute to events such as Open Day and other activities at the Department and Faculty levels, to promote the faculty.
- ▶ Promote the Service and Hospital to referring veterinarians and the wider community.

1.4 CLINICAL

- ▶ Provide excellent services to patients and clients, ensuring that clinical services meet the standards of national and international accreditation bodies.
- ▶ Maintain accurate clinical and regulatory records and ensure prompt, regular communication with clients.
- ▶ Ensure appropriate billing of clients whose animals are treated.
- ▶ Supervise and assess students on rotation.
- ▶ Promote U-Vet clinical services to the general public and to the profession, planning with other staff members for the future direction of the hospital.
- ▶ Liaise with other staff and specialists including but not limited to criticalists, surgeons, anaesthetists, radiologists, pathologists, as required.
- ▶ Participate in the routine roster to provide ongoing care to patients of U-Vet and provide support to students, residents and clinicians.
- ▶ Contribute to the development and achievement of the hospital's objectives, actively listen and seek out opinions and ideas from others.

1.5 PEOPLE MANAGEMENT

- ▶ Manage staff issues in a timely and fair manner within University of Melbourne Guidelines.
- ▶ Create an environment where staff can accelerate personal growth and work towards achievement of career goals including promotion.
- ▶ Model the behaviour expected of leadership in the University.
- ▶ Support the University's Equity and Diversity Strategy.

1.6 RESPONSIBILITY AND COMPLIANCE

- ▶ Maintain a sound knowledge of current University Policy and Procedures, and reliably follow these or provide compliant advice to others;
- ▶ Reliably follow communications protocols and/or policies as appropriate.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in Section 5.

- ▶ 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

In order to be considered for interview by the Selection Panel, applicants must address the following Criteria in their application. Please visit the University website [how to address Essential Selection Criteria](#)

2.1 ESSENTIAL

- ▶ An awarded veterinary degree registrable in Victoria with relevant veterinary experience in a similar position.
- ▶ Demonstrated experience in providing Small Animal Surgery veterinary clinical practice and proven ability to manage a challenging and varied caseload. This can be in a general practice setting or through internship positions.
- ▶ Demonstrated ability to provide quality teaching and learning, and to supervise undergraduate, graduate diploma and honours students or nurse, client or in-house education.
- ▶ Proven experience and ability to guide and assist with supervising and mentoring students, trainees and technicians, as appropriate within a clinical setting.
- ▶ Proven ability to provide guidance to clinical staff and students in a timely and appropriate manner appropriate to the level of experience.
- ▶ Proven ability to work autonomously and effectively as part of a team to deliver high-quality teaching outcomes.
- ▶ Demonstrated high-level organisational skills and record keeping capabilities as well as demonstrated ability to prioritise a range of tasks, manage time effectively and meeting deadlines in a busy environment.
- ▶ Well-developed interpersonal and communication skills with the ability to build and maintain relationships with internal and external stakeholders and an ability to tailor information to different audiences in a diverse environment.

2.2 DESIRABLE

- ▶ A postgraduate qualification such as Membership of the ANZCVS, an RCVS Certificate or a Graduate Certificate.
- ▶ Previous experience in a structured internship programme

2.3 OTHER JOB-RELATED INFORMATION

- ▶ As the Faculty of Veterinary and Agricultural Sciences is located over several metropolitan and regional campuses, staff may be required to travel to, or work from, other sites and campuses as required.
- ▶ As a veterinarian working within a 24/7 veterinary hospital, you will be required to participate in a flexible rotating roster which will include being on-call, working outside of the spread of ordinary hours of work, weekends, public and University holidays.

- ▶ A valid Victorian driver's licence.
- ▶ This position will require physical activity including manual handling and animal restraint.
- ▶ You are required to have current vaccination status for Tetanus, Hepatitis A and B and Q fever.
- ▶ This role will be expected to adhere to Veterinary Hospital infection control guidelines.
- ▶ This position requires the incumbent to hold a current and valid Working with Children Check.

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:

<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 FACULTY OF VETERINARY AND AGRICULTURAL SCIENCES

<http://fvas.unimelb.edu.au/>

The Faculty of Veterinary and Agricultural Sciences was formed in July 2014 through the merger of the former Faculty of Veterinary Science and the Department of Agriculture and Food Systems. The new Faculty creates opportunities for closer research collaborations and the formation of interdisciplinary teams to address major issues in veterinary and agricultural sciences. The Faculty's core teaching, postgraduate training, research, clinical consultancy and industry development activities are delivered at the Parkville, Werribee and Dookie campuses, and the Veterinary Hospital operates at Werribee.

Our interdisciplinary approach applies scientific, social, political and economic perspectives to address the needs of both human communities and the natural environment. We address the issues of climate change, food production and food security, crop, plant and soil health, water management, sustainable use of resources for agriculture, animal health and disease and other problems challenging key decision makers today.

Our academic staff engage with government and industry to investigate critical societal issues and the faculty is home to University research centres dedicated to this work. They include: Animal Welfare Science Centre; Primary Industry Climate Challenges Centre; Centre for Animal Biotechnology; Centre for Equine Virology; and the Asia-Pacific Centre for Animal Health¹, in which the University is a core partner. Research within the Faculty has led to some outstanding outcomes including: increased agricultural productivity; vaccines and diagnostic products that have been commercialised throughout the world; enhanced animal welfare; improvements in public health; and contributions to basic understanding of animal biology.

The Faculty is the only provider of Veterinary Science courses in Victoria and one of only a small number of Universities doing so in Australia. The Bachelor of Agriculture and Bachelor of Food Science along with coursework masters in Agricultural Sciences and Food Science offers one of the most comprehensive educational programs in agricultural and food science in Australia.

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