School of Computing and Information Systems  
Faculty of Engineering and Information Technology

Elizabeth and Vernon Puzeay Fellowship

<table>
<thead>
<tr>
<th><strong>POSITION NO</strong></th>
<th>0061724</th>
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<tbody>
<tr>
<td><strong>CLASSIFICATION</strong></td>
<td>Level A.6 – A.8</td>
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<tr>
<td><strong>SALARY</strong></td>
<td>$101,460 - $108,906 (pro rata for part-time)</td>
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<tr>
<td><strong>SUPERANNUATION</strong></td>
<td>Employer contribution of 17%</td>
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<tr>
<td><strong>WORKING HOURS</strong></td>
<td>Full-time (1.0 FTE)</td>
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<tr>
<td><strong>BASIS OF EMPLOYMENT</strong></td>
<td>Fixed term for 3 years</td>
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<td>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</td>
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<tr>
<td><strong>OTHER BENEFITS</strong></td>
<td><a href="https://about.unimelb.edu.au/careers/staff-benefits">https://about.unimelb.edu.au/careers/staff-benefits</a></td>
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<tr>
<td><strong>HOW TO APPLY</strong></td>
<td>Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a>, select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.</td>
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</table>
| **CONTACT FOR ENQUIRIES ONLY** | Associate Professor Jenny Waycott  
Email jwaycott@unimelb.edu.au |

*Please do not send your application to this contact*

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, song lines 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.

Commitment to Diversity and Inclusion

The Faculty of Engineering and Information Technology (FEIT) is committed to creating a diverse and inclusive environment that welcomes and values all people. We recognise that diversity is essential in contributing to the success of FEIT. Women, Aboriginal and Torres Strait Islanders, the LGBTIQ+ community, people living with disability and those from a culturally and linguistically diverse background, are strongly encouraged to apply.

Position Summary

The Elizabeth & Vernon Puzey Fellowship has been established to attract outstanding early career doctoral graduates to the University of Melbourne in areas of research priority for the University and the Faculty of Engineering and Information Technology (FEIT). In particular, we seek to recruit new researchers who have the potential to build and lead collaborative research activities both within and across faculties. The University offers a world-class and robust research environment that is internationally engaged and recognised, community focused, and with many outstanding areas of research strength.

You will conduct independent research on your nominated research project topic, leading to the publication of research outcomes in journals, presentations at conferences and other measures of peer recognition, e.g. awards, research grants, fellowships. You will be located in the School of Computing and Information Systems (CIS) and will be expected to be an active member of the School, collaborating with other researchers. You may undertake small amounts of teaching and research supervision directly related to your area of research, as required. The Fellowship will be for a maximum of three years commencing 01 May 2024, the start date may be deferred up to 30 June 2024. A research allowance of up to $10,000 per year will be made available to support the successful fellow’s research program.

The School of Computing and Information Systems is seeking to increase the representation of women in the academic workforce across science disciplines, and therefore strongly encourages applications from female candidates.

1. Key Responsibilities

The University of Melbourne sets ‘Minimum Standards for Academic Levels’ (MSALs) which are 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 and may be amended from time to time.

Below is the MSALs for Level A academic staff. The Key Responsibilities, outlined in this section, are to be read in conjunction with the MSALs.
• A Level A Academic will work with the support and guidance from more senior Academics and will work under the supervision of an Academic 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 University (at a level appropriate to their skills and experience) and/or undertake research and/or engage in professional activities appropriate to their profession or discipline. The Academic will undertake administration primarily relating to their activities with the Faculty. 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 training, mentoring and supervision of students and junior research staff in the appointee’s area of expertise.

- Conduct occasional teaching activities as/if required. These may include guest lectures and project supervision in areas closely aligned to the appointee’s research project.

1.2 RESEARCH AND RESEARCH TRAINING

- Independently plan and carry out research on the appointee’s nominated research project area and work towards completion of the aims of the project;

- Develop effective timelines and milestones based on goals of the research programme;

- Perform qualitative and/or statistical analysis of research data and communicate this information to collaborators;

- Regularly write technical reports on the outputs of the research conducted, and maintain accurate and detailed records of all research conducted;

- Participate in preparation of manuscripts for publication in peer-reviewed journals;

- Liaise effectively with collaborators and with a variety of internal and external stakeholders;

- Assist other researchers in carrying out research activities in order to work as a team and further the School’s research output;

- Contribute to the development of the research program in one of the School’s four priority research areas: Human-Computer Interaction, Information Systems, Computer Science, and Artificial Intelligence;

1.3 LEADERSHIP AND SERVICE

- Active participation in the broader research community through peer reviewing, membership in conference committees, and other service roles.

1.4 ENGAGEMENT

- Active participation in outreach activities relating to research and scholarship;

- Effective liaison with external networks to foster collaborative partnerships;

- Involvement in professional activities, including consultations and referrals;
Present results at local, national, and international forums;
Attend and actively participate in School seminars, meetings and/or committee memberships.

2. Selection Criteria

2.1 ESSENTIAL

Completed a PhD within the last 3 years (with consideration for career interruptions) in a discipline that aligns with the priority areas of the School of Computing and Information Systems.
A well-articulated proposal for independent research in an area that aligns with the core research themes in CIS and a commitment to interdisciplinary research;
A record of quality research as evidenced by publications in leading journals and at conferences commensurate with opportunity;
Excellent written and verbal communication skills, demonstrated by presentation of research results at conferences, internal forums and through manuscript submissions;
Excellent interpersonal skills, including an ability to interact with internal and external stakeholders (academic, administrative and support staff) in a courteous and effective manner.
Excellent ability in analysing data, problem solving and maintaining accurate research records;
Demonstrated experience in using initiative, working with minimal supervision and ability to prioritise tasks to achieve project objectives within timelines.

2.2 DESIRABLE

Experience in supervision of students and/or research assistants;
Experience in the completion of ethics applications and submission of grant applications;
Ability to structure, engage and present information clearly to various audiences;

2.3 SPECIAL REQUIREMENTS OF THE ROLE

The Puzey Fellowship has an inherent requirement that the incumbent must be an Australian Citizen or permanent resident, and that the research will be conducted predominantly in Australia.
This position requires the incumbent to hold a current and valid Working with Children Check.
Occasional work out of ordinary hours, travel, etc.
Perform other research related tasks as requested by the supervisor or the Head of School.

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 THE SCHOOL OF COMPUTING & INFORMATION SYSTEMS

The School of Computing & Information Systems (CIS) undertakes research and teaching across a range of information technology disciplines including Artificial Intelligence, Human-Computer Interaction, Information Systems, and Computer Science. CIS is the most highly ranked School of Computing and Information Systems in Australia according to all major rankings (THE, QS, ARWU). It offers a comprehensive range of IT and IS courses at all levels, including offerings in science, engineering, and business, and is at the forefront of computing research in Australia and internationally with close links to major computing research initiatives, including Melbourne Bioinformatics, CSL, The Cremorne Digital Hub and CSIRO’s DATA61.

The School aims to attract and retain outstanding staff in order to maintain its lead in research and teaching. We have existing highly successful research teams in the areas listed above, a large number of PhD students, and a substantial cohort of graduate students in our coursework Masters programs.
To find out more about CIS, visit: http://www.cis.unimelb.edu.au/

5.2 FACULTY OF ENGINEERING AND INFORMATION TECHNOLOGY

The Faculty of Engineering and Information Technology (FEIT) has been the leading Australian provider of engineering and IT education and research for over 150 years. We are a multidisciplinary School organised into three key areas; Computing and Information Systems (CIS), Chemical and Biomedical Engineering (CBE) and Electrical, Mechanical and Infrastructure Engineering (EMI). FEIT continues to attract top staff and students with a global reputation and has a commitment to knowledge for the betterment of society.

FEIT has never been better positioned as a global leader, anchored in the dynamic Asia Pacific region, creating and curating knowledge to address some of the world’s biggest challenges. Through our students and our relationships with communities, we can not only respond to society’s needs but anticipate and create engineering and IT solutions for the future.

https://eng.unimelb.edu.au/
https://eng.unimelb.edu.au/about/feit

Our ten-year strategy, FEIT 2025, is our School’s commitment to bring to life the University-wide strategy Advancing Melbourne and reinforce the University of Melbourne’s position as one of the best in the world.

To achieve our ambitions, we will continue to build new infrastructure to enable our teaching, research and engagement; we continue to recruit outstanding people from around the world; and we continue to attract high-quality students from across the globe who are at the heart of our enterprise.

https://eng.unimelb.edu.au/about/feit-2025

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