

# POSITION DESCRIPTION

**School of Health Sciences**  
Faculty of Medicine, Dentistry and Health Sciences

## Lecturer – Field education

<b>POSITION NO</b>	0056172
<b>CLASSIFICATION</b>	Level B – Academic Specialist
<b>SALARY</b>	\$110,236 - \$130,900 (pro rata) per annum
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	Part-time (0.4 – 0.6 FTE)
<b>EMPLOYMENT TYPE</b>	Continuing
<b>THE BENEFITS</b>	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
<b>HOW TO APPLY</b>	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 Staff' or 'Prospective Staff'), then find the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Prof Lou Harms Tel +61 3 8344 9413 Email <a href="mailto:louisekh@unimelb.edu.au">louisekh@unimelb.edu.au</a> <i>Please do not send your application to this contact</i>

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

[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)  
[joining.unimelb.edu.au](http://joining.unimelb.edu.au)

## ***Position Summary***

This is an exciting opportunity to join an innovative academic team working in the Department of Social Work, School of Health Sciences, within the Faculty of Medicine, Dentistry and Health Sciences.

The position is a continuing appointment, particularly suited to social workers who have experience of curriculum development, teaching or tutoring, and the support of students on field education placements, in addition to practice expertise. The appointee will be actively involved in teaching and supporting field education subjects and may also contribute to teaching across the Department. The successful applicant will also be involved in curriculum developments across the MSW programme and with student enrichment activities. The successful applicant will be required to source and support placement opportunities, develop teaching materials, and coordinate these subjects within the social work program with support from the Director of Teaching and Learning and relevant subject coordinators.

A commitment to innovative, high-quality teaching is essential but the successful applicant will be expected to participate actively in all aspects of the Department's activities. The position reports to the Director of Teaching and Learning and will be required to work closely with teaching staff, course coordinators, tutors, and students in furthering the teaching goals and objectives of the Department of Social Work.

### ***1. Selection Criteria***

#### **1.1. ESSENTIAL**

- ▶ A social work qualification that provides eligibility for membership of the Australian Association of Social Workers
- ▶ A PhD qualification in social work or a related discipline
- ▶ Demonstrated experience in social work, as a practitioner or educator
- ▶ Demonstrated experience in teaching students undertaking field education
- ▶ A strong commitment to positive engagement with students and their learning needs
- ▶ Excellent computer skills and ability to work with database programs, as well as University internet resources and systems such as CANVAS (our Learning Management System), TurnItIn and Themis.
- ▶ Sound written and verbal communication skills.
- ▶ Stakeholder management skills.
- ▶ Organisational, planning and project management skills.
- ▶ Demonstrated ability to resolve problems and issues and set priorities within broad guidelines with minimal supervision and often within competing and conflicting deadlines.

#### **1.2. DESIRABLE**

- ▶ Evidence of teaching experience, innovation and demonstrated flexibility to teach a range of subjects.
- ▶ The capacity to contribute to the integration of student learning processes across the social work program.

- ▶ Previous experience with general academic administration such as assisting with subject coordination, course advice and examination processes.
- ▶ A developing profile in scholarly activity and research as it relates to teaching and learning and its outcomes for courses offered in the Department.

### ***3. Key Responsibilities***

#### **3.1. TEACHING AND LEARNING**

- ▶ Teach into and coordinate subjects within the social work program, in particular the field education subjects.
- ▶ Source suitable placements for students within a diverse range of organizational contexts
- ▶ Participate in field education tutorial visits, supporting both students and placement agencies.
- ▶ Deliver the efficient and effective administration of field education in accordance with (AASW) educational requirements, University of Melbourne compliance expectations and other statutory requirements.
- ▶ Support tutors within areas of teaching responsibility, teaching into and providing oversight and feedback on placements and tutorials.
- ▶ Participate in the development of new course/subject material and review of existing courses/subjects in consultation with the Director of Teaching and Learning and relevant teaching staff.
- ▶ Maintain an ongoing subject presence on the University's Learning Management System (CANVAS).

#### **3.2. ENGAGEMENT**

- ▶ Contribute to the Department's portfolio of projects and external relations activities.
- ▶ Support strategic community partnerships and relationships.

#### **3.3. SERVICE AND LEADERSHIP**

- ▶ Participate in relevant academic committees (e.g. Board of Examiners).
- ▶ Contribute to the Department of Social Work through participating in staff and other committee meetings, strategic planning and policy development.
- ▶ Other duties commensurate with the position as directed by the Supervisor.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

#### **3.4 ADMINISTRATION**

- ▶ Assist with sessional staff administration as required.
- ▶ Provide coordination of field education subjects and contributing to the efficient management of their administration.
- ▶ Ensure compliance with Department's and University academic policies and procedures in areas such as assessment submission, marking, plagiarism, etc.

## **4. Other Information**

### **4.1. DEPARTMENT OF SOCIAL WORK, SCHOOL OF HEALTH SCIENCES**

In July 2009, Social Work became a Department of the School of Health Sciences, in the Faculty of Medicine, Dentistry and Health Sciences. Social Work was established at The University of Melbourne in 1940 and continues to be one of the leading departments in the Asia-Pacific region.

Social Work has a significant research profile and close local and national links with key human service agencies in the government and non-government sectors, social work professional bodies and other major social work schools internationally.

Since 2008 the Social Work has been offering a qualifying Master of Social Work Degree as well as several specialist Masters post-qualifying courses. In 2014, the Department has been jointly delivering the Master of Narrative Therapy and Community Work program with the Dulwich Centre, Adelaide. Then in 2016, in a new development for the Department, it began offering online post-qualifying courses – a Master of Advanced Social Work/Health and Human Services. Social Work also has a long standing, strong and vibrant PhD program focused on training future leaders in the profession and academia.

### **4.2. FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES**

[www.mdhs.unimelb.edu.au](http://www.mdhs.unimelb.edu.au)

The Faculty of Medicine, Dentistry and Health Sciences (MDHS) plays a vital role in the delivery of the University of Melbourne's Strategic Plan 2015-2020: Growing Esteem by providing current and future generations with education and research equal to the best in the world. It is Australia's largest and leading biomedical research faculty. It employs more than 1,700 members of staff, has more than 8,000 students, and total revenue of \$607 million for 2015. Reflecting the complexity of today's global health landscape, the Faculty is made up of six different Schools and four Strategic Research Initiatives, and draws together all areas of human health, ranging from the most basic to the most applied areas of research. The Faculty contributes close to 50 per cent of research conducted at the University.

The Faculty has appointed Australia's first Associate Dean (Indigenous Development) to lead the development and implementation of the Faculty's Reconciliation Action Plan (RAP), which will be aligned with the broader University-wide plan. To enable the Faculty to improve its Indigenous expertise knowledge base, the Faculty's RAP will address Indigenous employment, Indigenous student recruitment and retention, Indigenous cultural recognition and building partnerships with the Indigenous community as key areas of development.

### **4.3. 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. Melbourne's outstanding performance in international rankings puts it at the forefront of higher education in the Asia-Pacific region and the world. The University of Melbourne is consistently ranked by the THES among the world's top 50 universities.

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 [www.hr.unimelb.edu.au/careers](http://www.hr.unimelb.edu.au/careers).

#### 4.4. 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. [www.growingesteem.unimelb.edu.au](http://www.growingesteem.unimelb.edu.au)
- ▶ 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://www.unimelb.edu.au/research/research-strategy.html>

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*.

#### 4.5. 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.

#### 4.6. 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 [www.unimelb.edu.au](http://www.unimelb.edu.au).

### 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/topics/responsibilities/>

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