



POSITION DESCRIPTION

Williams Centre for Learning Advancement
Faculty of Business and Economics

Tutor in Business Education: Program Support Specialist

POSITION NO	0039788
CLASSIFICATION	Level A (Teaching Specialist)
SALARY	\$77,171 - \$104,717 p.a.
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time (1.0 FTE)
BASIS OF EMPLOYMENT	Fixed-Term, 3 years
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	Professor Angela Paladino Tel +61 3 8344 1916 Email a.paladino@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 Faculty of Business and Economics Williams Centre for Learning Advancement (WCLA) was established to enrich and support staff in the delivery of excellent learning experiences for students of the faculty. The unit combines the following three functions:

- ▶ Academic staff development and support in relation to teaching and learning
- ▶ Development of learning resources for staff
- ▶ Research in the teaching and learning of the disciplines of the Faculty

The WCLA seeks to appoint a fixed term Program Support Specialist (Teaching Specialist) with the capacity to teach in the area of teaching excellence (encompassing curriculum development and assessment). The successful applicant will be a committed and engaging educator.

In this position, your primary responsibility will be the co-ordination of the professional development programs within the WCLA: The Tutoring in Business Education (TBE) program, The Advanced Teaching in Business Program (ATB) and the Professional Development Workshops. This role will support the coordinators of these programs and have the opportunity to teach workshops within these programs.

Support for the TBE program will centre on scheduling, as well as CTRS, Canvas and Qualtrics management. The incumbent will provide support to the peer mentoring component of the TBE program. This role will lead the reporting requirements for this program, assist with attendance management and completion recording and acknowledgement. Similar expectations surround the support of the ATB program and the PD workshops.

The incumbent will be able to develop and conduct academic development activities that are appropriate to the disciplines of the Faculty, and are innovative and effective in enriching the teaching and learning culture. Working under the general direction of the Director WCLA, the appointee is expected to engage in independent and collaborative research and scholarship and to publish in the higher education area.

1. Key Responsibilities

1.1 PROGRAM COORDINATION SUPPORT

- ▶ Undertake program coordination support duties for our Tutoring in Business Education and Advanced Teaching in Business programs, including the updating of LMS sites and program materials, the CTRS database, and the selection and supervision of sessional tutors as required.
- ▶ Contribute to the design, development, implementation and evaluation of exemplary learning and teaching resources as required.
- ▶ Undertake consultation with tutors and provide support as required.
- ▶ Design and/or deliver seminars to tutors/academics in the required mode (eg. online, on campus, blended) to a high standard, as needed.
- ▶ Effectively and efficiently communicate with tutors via LMS and address frequently asked questions.
- ▶ Mark attendance as required and consider matters in relation to participant absence
- ▶ Provide timely feedback and record results into the appropriate results record system.
- ▶ Prepare, analyse and present reports to the Director and other relevant staff as required

- ▶ Initiate and conduct research related to learning and teaching in higher education with a special focus on tutor and staff professional development programs.
- ▶ Collaborate and provide support to the WCLA in staff development programs
- ▶ Assist in the coordination of the Peer Review Program (if required)
- ▶ Complete mandatory University training programs
- ▶ Enrolment and commencement in the University of Melbourne Teaching Certificate

1.2 RELATIONSHIP DEVELOPMENT

- ▶ Liaise with central Information and Technology Services (ITS), Learning Environments (LE) team, the Faculty's Academic Support Office and other relevant Units in relation to learning and teaching where necessary
- ▶ Liaise with department professional services support staff as required.

1.3 TEAMWORK AND SERVICE DELIVERY

- ▶ Maintain and continuously develop professional knowledge and skills by keeping up to date with new developments relevant to the role.
- ▶ Demonstrate commitment to team development and maintenance of a professional work environment.
- ▶ Attend and actively participate in all centre seminars
- ▶ Contribute to centre meetings, committees, retreats, workshops and/or seminars (as determined by the Director)
- ▶ Work closely with other members of the WCLA team to achieve the Centre's goals
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ Completion of a master's degree and/or enrolment in a Doctoral degree, either in higher education or a business-related discipline or equivalent relevant academic or professional or practice-based experience and expertise
- ▶ Demonstrated knowledge of and experience in teaching in higher education
- ▶ Demonstrated experience in curriculum and subject material development.
- ▶ Excellent written and verbal communication and interpersonal skills with the ability to work independently and as a member of a team.
- ▶ Excellent organisational skills with the ability to manage one's own time effectively, administer multiple tasks simultaneously and meet deadlines successfully.
- ▶ A demonstrated ability to maintain good working relationships and professionalism with all levels of the organization.
- ▶ Ability to interpret and understand policies and procedures relevant to teaching
- ▶ Commitment to the Faculty's Values and Behaviours

2.2 DESIRABLE

- ▶ Experience in writing competitive grant applications in the field of learning and teaching
- ▶ Experience in the delivery and evaluation of teaching and learning improvement programs
- ▶ Experience working with international students in higher education
- ▶ Experience in research in student learning in higher education
- ▶ Familiarity with Canvas (or equivalent Learning Management System) and a willingness to undertake University training in technologies and procedures relevant to teaching.
- ▶ Commitment to continual improvement and professional development as an educator

3. *Special Requirements*

- ▶ A flexible approach to work is necessary as programs and events are occasionally held after hours or on weekends
- ▶ Operational requirements of the unit may influence approval of annual leave
- ▶ Employment in this position is conditional upon the adhering to the University's "fit and proper" checks where required and receipt of a valid Working with Children Check prior to commencement.
- ▶ All staff may be required to perform work duties remotely and/or on campus for a specified period of time.

4. *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.

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/people/community/responsibilities-of-personnel>

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

6. Other Information

6.1 THE WILLIAMS CENTRE FOR LEARNING ADVANCEMENT (WCLA)

Information about WCLA can be found via the following link <http://fbe.unimelb.edu.au/wcla>

6.2 THE FACULTY OF BUSINESS AND ECONOMICS

The Faculty of Business and Economics at the University of Melbourne has been preparing students for exciting and challenging careers in industry since 1924. We have developed an outstanding reputation, locally and internationally, for the quality of our teaching and research. The Faculty has an active board of business leaders, government representatives and community leaders who contribute to the implementation of our vision.

Organisational Structure

The Faculty is home to Melbourne Business School (MBS) and to six teaching and research departments:

Accounting

Business Administration

Economics

Finance

Management and Marketing

Melbourne Institute of Applied Economic and Social Research

Melbourne School of Professional and Continuing Education

The Faculty has the following student and academic support centres:

Academic Support Office

Student Experience and Experiential Learning

Research Development Unit

The Williams Centre for Learning Advancement

The Faculty is supported by the following Professional Services Units:

Finance

Human Resources (including OHS)

Marketing and Communications

Service Level and Facilities Management

Quality Office

The Faculty also hosts two University-wide initiatives:

- The Melbourne School of Professional and Continuing Education (MSPACE) which provides support to all Academic Divisions for their existing professional, continuing and executive education programs, and operates with a specific whole-of-institution mandate to significantly expand the University's professional, continuing and executive education offerings.
- The Melbourne Entrepreneurial Centre (MEC) which brings together a number of programs to focus a range of activities aimed at developing an entrepreneurial culture at the University of Melbourne.

Our Programs

There are about 11,000 students enrolled in undergraduate and graduate degrees within the Faculty.

The Bachelor of Commerce is one of the most sought-after business courses in Australia. From 1 May 2013 all graduate programs in business and economics are offered through Melbourne Business School. Melbourne Business School offers a full suite of professional masters programs for those with little work experience right through to the MBA suite. It is also the home of leading research masters degrees and the PhD.

Our Graduates

Since the Faculty was established it has produced over 53,000 graduates. Many of our alumni now occupy senior positions in business, government and academia, in Australia and around the world.

Further information about the Faculty is available at www.fbe.unimelb.edu.au.

6.3 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>.

6.1 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.

6.2 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>