Faculty of Architecture, Building and Planning

Sessional Studio Instructor

POSITION NO 0054443

EMPLOYMENT TYPE Casual employment for Semester 1 2022

SALARY Relevant Casual rates
https://msd.unimelb.edu.au/belt/staff/getting-paid

SUPERANNUATION Employer contribution of 10%

OTHER BENEFITS https://about.unimelb.edu.au/careers/staff-benefits

HOW TO APPLY Please upload your CV and a brief statement (max. 300 words) outlining your suitability for the position via the Casual Tutor Recruitment System (CTRS).

CONTACT FOR ENQUIRIES ONLY For questions regarding Studio teaching please contact the relevant coordinator found via Subject Codes in https://msd.unimelb.edu.au/about/work-with-us/sessional-staff

Please direct any system and application queries to ssrs-abp@unimelb.edu.au.

Please do not send your application to these contacts.

For information about working for the University of Melbourne, visit our websites:
about.unimelb.edu.au/careers
Position Summary

As a Sessional Studio Instructor within the Faculty of Architecture, Building and Planning you will support undergraduate and/or postgraduate teaching for the delivery of studio subjects that have subject-wide design project briefs prepared by the Subject Coordinator.

Studio Instructors support students to prepare responses to the design project brief/s by drawing on their professional expertise, and their knowledge of relevant precedents and studio teaching practices. You will answer queries, respond to students’ developing proposals with clear feedback on iterative progress, and will assist students to develop and deploy design, visualization and presentation techniques through their project work.

Comprehensive studio guidelines will be provided by the Subject Coordinator, including guidance for assessment, marking, feedback and moderation.

In addition to consulting with students during studios, you will make a substantial contribution to the Studio subject you are engaged in by undertaking assessment activities, and by contributing to meetings and coordination activities as required by the Subject Coordinator.

Studio Instructors make an important contribution to a positive learning environment, as outlined in the Studio Culture Agreement available at https://msd.unimelb.edu.au/belt/abp-teaching-toolbox/studio-teaching

As a University of Melbourne staff member, you will be able to obtain a staff card which can be used to access library facilities, and you will be provided with a staff email account.

1. Selection Criteria

Please provide a brief statement (max. 300 words) outlining your suitability for the position, particularly your:

- Qualifications, industry experience and previous instructor experience you may have
- Knowledge of the subject matter and relevant precedents and skills
- Organisational, communication and presentation skills
- Experience with online approaches to learning and teaching, including for assessment and for supporting student needs and engagement, would be desirable.

Candidate reference checks are a standard part of the appointment process, including internal to the University if applicable.

2. Special Requirements

This position requires the incumbent to hold a current and valid Working with Children Check.

All Faculty staff may be required to perform work duties remotely and/or on-campus for a specified period of time.

Sessional Studio Instructors are expected to create a University email account through the University’s Identity Management system. All correspondence relating to their employment must be sent and received through their staff email account.

Sessional Studio Instructors are required to attend the Faculty’s Teaching Induction session held at the start of semester.
3. Responsibilities

- Instruct and engage students in the required mode (eg. online, classroom, blended)
- Contribute to a positive shared learning environment, as outlined in the Studio Culture Agreement;
- Consult with students in relation to the preparation of their responses to the provided design project brief/s, answer queries, provide clear feedback iterative progress, and guide students to develop and deploy design, visualization and presentation techniques;
- Effectively and efficiently communicate with students via LMS and address frequently asked questions in relation to the Studio and assessment, in alignment with guidance provided by the Subject Coordinator;
- Mark attendance as required, and consider matters in relation to student absence;
- Escalate student wellbeing issues or concerns, or problems associated with cancelled classes and clashes, to the Subject Coordinator;
- Complete marking and provide timely, useful feedback to students on work submitted for assessment as directed by the Subject Coordinator;
- Efficiently administer assessment results, including entering proposed component results into the appropriate results record system;
- Report any concerns related to academic integrity or student behaviour to the Subject Coordinator;
- Attend regular Studio coordination meetings held by the Subject Coordinator and help maintain consistency between studios in instruction and expectations for outputs in line with these. Contribute to assessment moderation meetings that ensure consistency in studio subject marking and results.
- Participate in required training provided by the Subject Coordinator, Faculty and University, and become familiar with associated teaching resources provided through the BEL+T website, and the ABP Teaching Canvas Community site.
- Occupational Health and Safety (OH&S) responsibilities as outlined in section 7.

4. Other Responsibilities

The University of Melbourne requires all casual staff to complete online casual compliance training. Additionally, the Faculty provides academic staff with resources and advice on teaching and learning matters and runs a comprehensive Tutor Induction program for all Sessional Tutors at the beginning of each semester.

5. Salary Payment

5.1 PAYRATES

Rates of Payment for Casual Academic Staff are located on the Built Environments Learning + Teaching page

https://msd.unimelb.edu.au/belt/staff/getting-paid
The rate paid to Studio Instructors includes 30 minutes associated work for each hour of teaching. Studio Instructors may use this self-directed time for follow up or preparing for activities related to in-studio teaching as outlined above.

5.2 CLAIMING PAYMENT

To receive payment for work completed Sessional Tutors must complete a Themis Timecard. Casual Pay Dates fall fortnightly on a Thursday and hours must be submitted and approved by the Supervisor no later than 4.00pm on the Monday of the Casual pay week.

6. Other Information

6.1 BUDGET DIVISION

The Faculty of Architecture, Building and Planning is the leading educational and research institution in the Asia-Pacific region addressing the design and realisation of inhabited environments. It actively seeks to extend the linkages between education, research and practice in the built environment, and maintains excellent and extensive relationships with members of the built environment professions, government, professional associations and the wider community.

The Faculty has over 200 staff and 4000 students, one third of whom are international. It is responsible for the undergraduate Bachelor of Design degree, and offers majors in architecture, landscape architecture, property, construction, and urban planning.

The Faculty’s graduate school, the Melbourne School of Design teaches accredited masters courses across the professional disciplines of Architecture, Construction Management, Landscape Architecture, Property, Urban Design and Urban Planning.

The MSD is distinctive from its competitors in its aim to inspire learning through interdisciplinary reflection, and its integration of research, teaching, and practice around the environmental implications of all forms of urbanisation. With opportunities to engage in advanced studio and seminar-based learning and research, MSD students develop new perspectives, critical reflection, and modes of action to address the environmental, social and aesthetic challenges in producing sustainable centres of habitation, locally and internationally. Students can take part in field trips which examine the global context of habitable environments.

The Faculty has an international reputation for excellence in research and research training and is a leader in built environment and urban research. Faculty staff are actively engaged in collaborations and partnerships both locally and globally, to produce research that responds to major social, economic and environmental challenges, as well as fundamental research into the built environment in Australia and the Asian region. Our researchers address key issues, such as mitigation of natural disasters, climate change, sustainability, the future of cities, population growth and urban density. We lead debate in many of these areas. We also contribute definitive knowledge and understanding of the history, conservation and heritage of the built and natural environment, built environment practice and management, urban morphology and design research. The Faculty draws its research strength in part from its capacity to work in the multidisciplinary frame of its various built environment disciplines, as well as with colleagues in health, engineering, education, history and social sciences.

Through the MSD, we provide the highest quality research training environment, attracting the best and brightest future researchers in our disciplines from around the world. PhD and MPhil students have access to innovative professional development programs.
and generous funding support, along with excellent facilities and resources. Our PhD and MPhil graduates are well-rounded professionals, critical thinkers and future research leaders.

We have built strong research foundations by valuing and developing our people, rewarding excellence, and fostering a culture of enquiry, creativity and outstanding scholarship.

More information about ABP / MSD can be found at: http://msd.unimelb.edu.au/

6.2 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

6.3 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.
6.4 EQUA L OPPORTUNI TY, 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.

6.5 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

7. 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.