



POSITION DESCRIPTION

School of Electrical, Mechanical and Industrial Engineering
Faculty of Engineering and Information Technology

Associate Lecturer

POSITION NO	051710
CLASSIFICATION	Level A
SALARY	\$73,669 - 99,964 p.a.
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time (1.0 FTE)
BASIS OF EMPLOYMENT	Full-time position available for a Fixed term of 3 years <i>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</i>
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	Chris Manzie Tel +61 3 8344 6699 manziec@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

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, songlines 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 MSE. 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. Those seeking support in submitting an application are welcome to contact the Faculty HR team at mse-hr@unimelb.edu.au

Position Summary

As part of the Department's commitment to teaching, new teaching-only appointments are being made to assist the Department of Electrical and Electronic Engineering to ensure it has the required teaching staff to drive innovation in new teaching styles, tools, and technology.

As a Senior Tutor you will provide service to a range of subjects in the Department of Electrical and Electronic Engineering, priority areas of expertise include: Control and Signal Processing, Power and Energy, Communications and Networks, Electronic and Photonic Systems. The successful applicant will work closely with Subject Coordinators and teaching staff, as well as with other staff, to support the teaching of engineering subjects. Specific duties will include assistance with preparation of teaching and laboratory materials, student consultation, and the delivery of tutorials, demonstrations, and lectures.

1. Selection Criteria

1.1 ESSENTIAL

- ▶ A PhD in Electrical or Electronic Engineering (or cognate discipline);
- ▶ Experience in teaching, including tutoring, lecturing or project supervision related to an engineering subject;
- ▶ Experience in fostering student development in tutorials or workshops with an ability to develop curiosity and independence in learning and contribute to the student's ability in critical thinking;
- ▶ Excellent verbal and written communication skills, including the capacity to explain subject material plainly and helpfully;
- ▶ Demonstrated ability to improvise and adapt to new demands and priorities, including exploring and implementing different teaching methods;
- ▶ Demonstrated ability to work with students and staff from a range of cultural backgrounds;
- ▶ Excellent organizational skills, including the ability to develop clear teaching plans and timelines, manage your own time and to coordinate activities of casual teaching staff; and
- ▶ Excellent computer skills, including proficiency in the use of Microsoft Office, email and student learning management systems.

1.2 DESIRABLE

- ▶ A teaching qualification;
- ▶ Experience in the design and development of face-to-face and eLearning instructional materials;
- ▶ Demonstrated research capacity in a relevant field;
- ▶ Previous experience with general academic administration such as assisting with subject coordination, course advice and examination or equivalent, and development of curriculum resources

2. Key Responsibilities

2.1 CONTRIBUTION TO TEACHING AND LEARNING

- ▶ Develop, maintain and deliver teaching and learning activities in the relevant subject or discipline;
- ▶ In accordance with University procedures, coordinate and perform the marking of tests, assignments, exams and laboratory reports where appropriate, and collate marks accurately, as required;
- ▶ Provide individual student consultation as required and keep clear records of student interactions;
- ▶ Exercise appropriate judgement in relation to student absence, student behaviour and problems associated with cancelled classes and clashes, seeking advice and support from senior academic staff as required;
- ▶ Coordinate and supervise casual teaching staff as required;
- ▶ Undertake administrative tasks associated with tutorials and workshops, such as updating LMS content;
- ▶ Participate in the development of new course/subject material and review of existing courses/subjects in consultation with the Chair of the Education Committee;
- ▶ Contribute to the School through participating in staff and other committee meetings, direction setting and policy development;
- ▶ Contribute to the School's portfolio of external relations activities, particularly with regards to student engagement;
- ▶ Undertake training and professional development opportunities as appropriate;
- ▶ Contribute to teaching, training, scientific mentoring and supervision of students, as required; and
- ▶ Supervise junior research staff in the appointee's area of expertise.

2.2 RESEARCH AND ADVANCEMENT OF DISCIPLINE

- ▶ Independently plan and carry out research on the nominated research project and work towards completion of the aims of the project;
- ▶ Develop effective timelines and milestones based on goals of the research programme;
- ▶ Perform data and microstructure analysis, and be responsible for qualitative and statistical analysis of research data and to communicate this information to the Chief Investigators and collaborators;
- ▶ Regularly write technical reports on the outputs of the experiments conducted, and maintain accurate and detailed records of all experiments conducted;
- ▶ Participate in preparation of manuscripts for publication in peer-reviewed journals;
- ▶ Liaise effectively with collaborators with a variety of internal and external stakeholders;
- ▶ Assist other researchers in carrying out experiments in order to work as a team and further the department's research output;
- ▶ Contribute to the development of the Department's and the School's strong research program in the relevant research area;
- ▶ Work towards building an independent research project;

2.3 ENGAGEMENT

- ▶ Involvement in professional activities, including consultations and referrals;
- ▶ Attend and actively participate in Departmental seminars, meetings and/or committee memberships.

2.4 LEADERSHIP AND SERVICE

- ▶ Perform other tasks as requested by the supervisor or the Head of the Department; and
- ▶ Undertake Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in Section 4.

2.5 OTHER JOB-RELATED INFORMATION

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

3. Equal Opportunity, Diversity and Inclusion

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 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.

Employees are required to behave in a manner that creates; supports and encourages an inclusive and safe work environment for all.

<https://diversity.eng.unimelb.edu.au/#home>

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 SCHOOL OF ELECTRICAL, MECHANICAL AND INFRASTRUCTURE ENGINEERING

<https://eng.unimelb.edu.au/about/departments/school-of-electrical-mechanical-and-infrastructure-engineering>

The School of Electrical, Mechanical and Infrastructure Engineering (EMI) undertakes teaching and research across a range of disciplines that are internationally recognised for their contribution to fundamental research. EMI has several well-established industry linkages and international partnership and is building a vibrant profile of interdisciplinary research, working with industry with an aim to contribute to society. EMI offers a comprehensive range of accredited Master of Engineering and Master of Information Technology programs taught through the Electrical, Mechanical and Infrastructure departments as well as professional Masters programs. The School has a substantial cohort of research higher degree students.

A major focus of the School is to attract and retain outstanding and internationally recognised academic staff. EMI is committed to increasing the number of female engineers and scientists on its staff.

DEPARTMENT OF ELECTRICAL AND ELECTRONIC ENGINEERING

<http://www.ee.unimelb.edu.au>

The Department of Electrical and Electronic Engineering is a vibrant community of internationally recognised researchers focused on addressing major challenges in Power and Energy Systems; Communication Networks; Electronic & Photonic Devices and Materials; and Systems Engineering. We have long-standing, strong partnerships with industry and government that support our researchers in conducting high impact research. The Department offers both PhD and Masters level research degrees, and our research graduates are highly sought after in academia and industry.

The Department also aims to deliver outstanding graduate outcomes in our coursework programs. These include the two-year professionally accredited Master of Engineering (Electrical) program, and the significant contributions to the three-year Electrical Systems major in the [Bachelor of Science](#).

The Department also contributes to the Electrical Systems major in the [Bachelor of Science](#).

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/join-mse>

Our ten-year strategy, MSE 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/mse-2025>

5.3 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a public-spirited institution that makes distinctive contributions to society in research, learning and teaching and engagement. It's consistently ranked among the leading universities in the world, with international rankings of world universities placing it as number 1 in Australia and number 32 in the world (Times Higher Education World University Rankings 2017-2018).

The University's 10-year strategy, *Advancing Melbourne* will enable the University to contribute to advancing the state and national interest and make vital contributions to Australia's standing on the world stage. We seek to be a leading force in advancing Australia as an ambitious, forward-thinking country while increasing its reputation and influence globally. <https://about.unimelb.edu.au/strategy/advancing-melbourne>

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>