Lecturer in Higher Education

Melbourne Centre for the Study of Higher Education
Melbourne Graduate School of Education

POSITION NUMBER 0056715

UOM CLASSIFICATION /SALARY Level B $110,236 - $130,900 per annum (pro rata for part-time)

SUPERANNUATION Employer contribution of 17%

WORKING HOURS Full-time (1.0FTE)

BASIS OF EMPLOYMENT Continuing
Work Focus category: Teaching Specialist

HOW TO APPLY Go to http://about.unimelb.edu.au/careers, under Current staff or Prospective staff, select the relevant option (‘Current Opportunities’ or ‘Jobs available to current staff’) and search for the position by title or number.

Indigenous applicants are encouraged to apply.

CONTACT FOR ENQUIRIES ONLY
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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
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 of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University’s strategy, Advancing Melbourne, at https://about.unimelb.edu.au/strategy/advancing-melbourne

MELBOURNE GRADUATE SCHOOL OF EDUCATION

The Melbourne Graduate School of Education (MGSE) fosters staff productivity, growth and engagement in a collective effort to enrich the contribution that education makes to society. We conduct research and teaching that leads to the transformation of education practice both within and beyond the profession. MGSE stimulates learning that enriches the potential of students from around the world, enabling meaningful careers and profound contributions to communities. We provide research leadership, setting the direction for high-impact, innovative and responsive research that addresses the pressing issues of our time. We lead purposeful engagement with society, sharing our resources and expertise as part of collaborative efforts to build a resilient, equitable and sustainable future.

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 University’s People Strategy 2015-2020 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.

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.

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.

ABOUT THE ROLE

Position purpose:
The Melbourne Centre for the Study of Higher Education (Melbourne CSHE) is a leading national and international centre for higher education research and has significant responsibility for the provision of professional development for staff in teaching and learning across the University of Melbourne.

While based within the Melbourne Graduate School of Education, the Melbourne CSHE supports the professional development of University of Melbourne staff through its suite of programs, activities and resources. The Lecturer will make an active contribution to professional development of staff by coordinating and teaching into award and non-award programs offered by the Centre; running seminars and workshops for staff; contributing to professional development events run by the Centre; and developing stand-alone resources for professional development. The Lecturer will be expected to draw on the latest educational policy and research in the contribution to professional development programs, activities and resources. It is expected that the Lecturer will undertake research in teaching and learning.

The Lecturer will be actively involved in all activities of the Centre and be engaged across the University. This role reports to the Deputy Director of the Melbourne CSHE.

Core Accountabilities:

1.1 TEACHING AND LEARNING
- Prepare and deliver programs and seminars, including online, blended and flexible delivery methods;
- Initiate; develop and review professional development programs;
- Initiate, develop and review evidence-based resources on teaching and learning;
- Communicate with and provide feedback to academics undertaking CSHE programs;
- Conduct assessment, marking and moderation of award programs;
- Complete administrative tasks associated with program delivery;
- Monitor, support and contribute to evaluation and continuously improve quality of CSHE programs. improvement of activities as required;
- Undertake research in the form of Scholarship of Teaching and Learning to strengthen and inform practices with the University and beyond.

1.2 LEADERSHIP AND SERVICE
- Assist in ongoing professional development of colleagues and support sessional staff, as necessary;
Proactively contribute to CSHE, MGSE, the broader University and the discipline through appropriate leadership and service opportunities, such as participation on committees, project and working groups, and taking an active role in meetings and performing coordination and leadership roles;

Identify and participate in relevant professional and community associations, including participation in meetings, advisory/editorial boards of professional societies.

**SELECTION CRITERIA**

**Essential**

- A doctoral degree completed in higher education or cognate discipline;
- Knowledge of contemporary theoretical and policy debates and practice within higher education;
- Ability to demonstrate excellence in university teaching and learning;
- Demonstrated ability to contribute to professional development, undertake program coordination duties where appropriate and provide specialised support to Academic Divisions;
- Demonstrated ability to work collaboratively and constructively in teams, including multidisciplinary teams.
- Broad knowledge and expertise enabling a contribution to professional development in university teaching and learning across a range of programs;

**Desirable**

- Strong digital literacy, in line with the University’s commitment to digital pedagogies in research, learning and teaching;
- Experience in community engagement with a capacity to build local and international networks and partnerships;

**Other job-related information:**

**Special Requirements**

- Unrestricted right to work in Australia;
- Any offer of employment will be conditional upon receipt and maintenance of a valid Working with Children Check;
- Some out of hours work will be required; and
- This position is based at the Parkville site. Travel to other sites may be required.