



POSITION DESCRIPTION

Asia Institute
Faculty of Arts

Associate Professor in Translation Studies (Chinese)

POSITION NO	0039652
CLASSIFICATION	Level D
SALARY	\$145,685 - \$160,500 p.a.
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time (1.0 FTE)
BASIS OF EMPLOYMENT	Continuing position
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Prof Pookong Kee Tel +61 3 8344 5554 Email pkee@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 websites:
about.unimelb.edu.au/careers

Position Summary

The Asia Institute is the University of Melbourne's key centre for studies in Asian languages and cultures. Our teaching programs include Arabic, Chinese, Indonesian and Japanese languages, as well as Korean, Asian and Islamic Studies. The Asia Institute has close links with other Schools and Faculties across the University, and our programs are strongly interdisciplinary in focus.

The Associate Professor in Translation Studies (Chinese) will have the responsibility of undertaking independent teaching at undergraduate and graduate levels in the Chinese Studies program and also making a lead contribution to the course design, content and delivery of the Master of Translation (which is expected to include an Interpretation stream shortly) . He or she will supervise theses in the honours, graduate diploma (advanced), coursework masters, and research higher degree programs.

The successful applicant will undertake leadership and service activities and administrative duties primarily relating to his or her activities at the institution and will be required to perform the full academic responsibilities of, and related administration for, the coordination of the Master in Translation and other related activities of the Asia Institute.

The successful applicant will be a committed and engaging teacher and researcher in Chinese Studies, particularly in the discipline of translation, whose versatility will complement and help develop the school's strengths in the Master in Translation and related doctoral (PhD) program at the University of Melbourne.

1. Key Responsibilities

An Associate Professor is expected to lead, coordinate and grow a major academic and training initiative, make contributions to the teaching effort of the institution and to carry out activities to maintain and develop his/her scholarly, research, and/or professional activities relevant to the profession or discipline. Specific duties:

1.1 TEACHING

- ▶ Provision of leadership in and coordination of the teaching and development of the Master of Translation program and related undergraduate and graduate programs;
- ▶ Initiation of review and development of subject material for the Master of Translation and Chinese Studies program;
- ▶ Preparation and delivery of lectures, tutorials and seminars as appropriate and in line with Faculty of Arts minimum thresholds for teaching satisfaction, including
 - Curriculum review and development
 - Consultation with students
 - Marking and assessment
 - Administrative tasks associated with the subjects taught
 - Subject coordination including the supervision of sessional tutors
- ▶ Supervision of honours students and postgraduate research students as required;

1.2 RESEARCH

- ▶ Provision of intellectual leadership for the Master of Translation (and planned Interpretation) program through the development of research agendas;
- ▶ Production of publications arising from scholarship and research in line with the Faculty of Arts minimum expectations;
- ▶ Develop applications for external competitive research funding;
- ▶ Participation in the research activities of the discipline;
- ▶ Active participation in research seminars, and national and international conferences;
- ▶ Contribute to developing networks within the discipline and with other universities, institutions and communities, both nationally and internationally, to support collaboration;

1.3 SERVICE TO THE DISCIPLINE & SCHOOL

- ▶ Identify and develop international and national partnerships with academic, industry, government, community and other sectors in enhancing the translation and interpretation programs;
- ▶ Involvement in professional activity, including participation in meetings of professional societies;
- ▶ Engagement with external stakeholders including building external networks, partnerships and consultancies;
- ▶ Meetings and committee work within the School and the wider university community, as appropriate;
- ▶ Undertake leadership and service / administrative activities commensurate for a Level D academic;

1.4 OH&S

- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 4.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A completed PhD in Chinese Studies with expertise in Chinese literature and society or linguistics, with an emphasis on translation, interpretation or a closely related discipline;
- ▶ Demonstrated ability to contribute to the intellectual culture of the Asia Institute and the Faculty of Arts and take a leadership role in the development and coordination of the Master of Translation and related undergraduate and postgraduate program;
- ▶ Ability to identify, develop and network market opportunities relating to translation, interpretation and related services;
- ▶ Demonstrated ability for excellence in teaching;
- ▶ Demonstrated experience in research, resulting in refereed journal and other publications;
- ▶ Demonstrated ability to supervise honours and graduate coursework degree theses;

- ▶ A high level of leadership, communication and interpersonal skills, including a demonstrated ability to lead and coordinate an academic program, work in a team, interact positively with academic and administrative staff and deal efficiently with administrative tasks;
- ▶ An interest or familiarity in innovative teaching, including use of technologies;
- ▶ Excellent written and verbal communication skills in English and Chinese.

2.2 DESIRABLE

- ▶ Ability to develop research and engagement links with the public and commercial sector;
- ▶ Ability to develop international and national partnerships;
- ▶ Ability to work in a multi-lingual and multicultural environment;
- ▶ Appropriate professional accreditation, including for example that of the National Accreditation Authority for Translators and Interpreters (NAATI).

3. *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. 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 Growing Esteem.

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:

<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.

5. Other Information

5.1 ORGANISATION UNIT

www.arts.unimelb.edu.au/asiainstitute

5.2 BUDGET DIVISION

arts.unimelb.edu.au

The Faculty of Arts is at the forefront of teaching and research in the languages, humanities and social sciences fields in Australia and in many cases internationally. Founded in 1853, it is one of Australia's oldest and largest faculties with approximately 400 staff and 7000 students - 6000 undergraduates and 1000 postgraduates – engaged in over 900 subjects in more than 40 areas of study. Over 600 international students from more than 50 different countries representing five continents are currently studying towards degrees offered in the Faculty.

As Australia's premier Arts faculty, it aims to provide an exciting, high-quality intellectual environment that will attract the best students and staff across a wide range of disciplines.

The Faculty of Arts maintains strong connections with leading international universities through research collaborations and student exchange programs, and nurtures relationships with government, not-for-profit and private organisations through student internship placements, research projects and community engagement.

As well as housing the Graduate School of Humanities and Social Sciences and the Melbourne School of Government, the Faculty of Arts also comprises five academic schools:

- ▶ Asia Institute
- ▶ School of Culture and Communication
- ▶ School of Historical and Philosophical Studies
- ▶ School of Languages and Linguistics
- ▶ School of Social and Political Sciences

Our students and staff are supported by business units within the Faculty including:

- ▶ The Office of the Dean and Faculty Executive Director
- ▶ The Academic Support Office
- ▶ The Strategy, Planning and Resources Unit
- ▶ The External Relations Unit
- ▶ The Research Office
- ▶ The Human Resources Office

For more information on the Faculty please see www.arts.unimelb.edu.au

5.3 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>.

5.4 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. <http://about.unimelb.edu.au/strategy-and-leadership>

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://research.unimelb.edu.au/our-research/research-at-melbourne>

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.

5.5 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 <http://www.unimelb.edu.au/governance>