Melbourne School of Government

Lecturer / Senior Lecturer in Public Leadership and Diversity

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<th>POSITION NO</th>
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<td>CLASSIFICATION</td>
<td>Lecturer / Senior Lecturer</td>
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| SALARY | $131,739 - $151,900 p.a. (Senior Lecturer Level C)  
$107,547 - $127,707 p.a. (Lecturer Level B) |
| SUPERANNUATION | Employer contribution of 17% |
| WORKING HOURS | Full-time (1 FTE) |
| BASIS OF EMPLOYMENT | Fixed Term for 12 months |
| 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 | Professor John Howe  
Email j.howe@unimelb.edu.au  

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
Position Summary

The Melbourne School of Government is an externally focused interdisciplinary School at the University of Melbourne. The School was established in 2012 to support, profile and extend the University’s teaching and learning, research and engagement capabilities in the fields of policy, public administration and governance, and embraces all those who work in or with government. The Foundation disciplines for the Melbourne School of Government are political science, law and economics. However, the School works across faculties to develop and deliver the School’s mission for teaching, research and engagement excellence.

Our research examines the implications of economic, legal, social, political and cultural trends for the content and conduct of government. We have four main research themes, including regulation and design, renewing democracy, social and sustainable procurement and troubling policy. The School also delivers a range of undergraduate and postgraduate courses as well as executive education tailored to the needs of government.

A key priority for the School is contributing to the improvement of policy and democracy through education and research addressing the quality and diversity of public leadership. We are seeking a Lecturer in Public Leadership and Diversity with excellent academic achievement and strong teaching experience who will make a significant contribution to the School’s research, teaching and engagement activities.

The School has a major focus on impact through education. In addition to our undergraduate and postgraduate courses, the School delivers a range of seminars, public forums, residential programs, Melbourne MicroCerts and customised programs for government. It is expected that the Lecturer in Public Leadership and Diversity will make a contribution across our suite of education offerings. In particular, the Lecturer in Public Leadership and Diversity will be academic coordinator for the hallmark Pathways to Politics Program for Women, which is based in Chancellery. Pathways to Politics is modelled on the Harvard Kennedy School program ‘From Harvard Square to the Oval Office.’ It is a non-partisan program funded by the Trawalla Foundation that each year provides a select group of emerging female leaders with the skills and networks to reach elected office at local, state and national levels. Working closely with the Program Director, the Lecturer in Public Leadership and Diversity will play a key role in the pedagogical development of the Program, providing thought leadership on the important issue of gender equity in Australian politics. The appointee will possess expertise in the field of gender and politics and will make a significant contribution to facilitating interdisciplinary academic engagement with the Program, ensuring that it is underpinned by current research across the University.

The Lecturer in Public Leadership and Diversity will actively contribute to leading and supporting relevant research programs at the School, contribute to our culture of research excellence, and undertake research resulting in quality publications with leading publishers in the field. They will also contribute to our agenda for research translation, including policy briefs and public seminars. In addition, the position may contribute to funded research projects.

1. Key Responsibilities

A Lecturer or Senior Lecturer is expected to make contributions to the teaching effort of the institution and to carry out activities to maintain and develop their scholarly, research, and/or professional activities relevant to the profession or discipline. Specific duties:
Lecturer Level B:

1.1 TEACHING

- Preparation and delivery of lectures, tutorials and seminars as directed by the Director;
- Design and develop curriculum, assessment and subject materials, including in graduate and online environments and for executive programs;
- Subject coordination, including for the Pathways to Politics Program for Women (in consultation with the Program Director): workshop design, selection of Program presenters, session facilitation, briefing and preparation of talking points for presenters;
- Oversight of the distribution of Pathways to Politics Program content on the Learning Management System, including learning objectives, agendas, readings and resources, and discussion boards;
- Administrative tasks associated with the subjects taught, including consultation with students, marking and assessment;

1.2 RESEARCH

- Leadership of relevant research programs or clusters at the School, including the expanding interdisciplinary research agenda of the Pathways to Politics Program for Women;
- Publications arising from scholarship and research;
- Application for external competitive research funding;
- Participation in the research activities of the discipline;

1.3 ENGAGEMENT

- Engagement with external stakeholders including building external networks, partnerships and consultancies;
- Involvement in professional activity, including participation in meetings of professional societies.

1.4 SERVICE TO THE DISCIPLINE & SCHOOL

- Meetings and committee work within the School and the wider university community, including the Pathways to Politics Program for Women fora, as appropriate;
- Provide thought leadership and advocacy on behalf of the Pathways to Politics Program for Women through advice on resources and research related to gender and politics for the Program’s ‘resource hub’, and by speaking to the Program’s impact in the public realm;
- Participate as a member of the Pathways to Politics Program for Women Selection Committee to determine the admission of new participants;
- Facilitate whole of University interdisciplinary engagement with the Pathways to Politics Program for Women;
- Undertake administrative activities commensurate for a Level B academic.

Senior Lecturer Level C:

In addition to the above, responsibilities for Senior Lecturer will include:
Significant role in research projects including, where appropriate, leadership of a research team;

Significant role in knowledge transfer, research, professional and community engagement, for example through managing a research seminar series;

A major role in administrative or committee work, for example assisting in development and management of Melbourne MicroCert portfolio.

2. Selection Criteria

Valid Working With Children’s Check (WWCC) is required

2.1 ESSENTIAL

Lecturer Level B:

A completed PhD in political science, law, economics or a closely related discipline;

Demonstrated capacity to develop curriculum, for course design and innovation in the delivery of custom programs and teaching at a post graduate level;

Relevant research profile and outputs, including demonstrated familiarity with current research and literature relating to female political representation in Australia;

Demonstrated capacity to achieve an appropriate blend of academic and practical content so as to fulfil the objective of providing practice and skills-oriented training for aspirant women politicians;

Demonstrated capacity to initiate and maintain partnerships and collaborations with stakeholders across industry, government, political parties and the public sector and/or across international networks;

Demonstrated knowledge of the Australian political landscape at state and national levels;

Ability to deal efficiently with administrative tasks relevant to the position.

Senior Lecturer Level C:

At Senior Lecturer Level C, the successful applicant must demonstrate all of the above, and additionally must demonstrate:

A stronger publication record than a candidate for a lectureship and clear potential to undertake research of international significance;

Evidence of high quality teaching experience.

2.2 DESIRABLE

Previous experience delivering high profile and academically rigorous development of custom education programs;

Experience teaching across multiple platforms including digital and hybrid platforms;

Previous experience working in or with political parties, the public service or political journalism;

Demonstrated familiarity with current research and literature relating to female political representation globally.
2.3 **SPECIAL REQUIREMENTS**

- The appointee will be required to convene evening classes and events.

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 deserve to service 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:

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 **ORGANISATION UNIT**

www.law.unimelb.edu.au

Melbourne Law School is Australia’s first all-graduate law faculty. Melbourne Law School was the first faculty in Australia to teach law, and awarded this country’s first law degrees. The Law School is now fully graduate with its Juris Doctor for admission to practice recognised as a high level qualification in Australia and beyond. Coupled with the unrivalled excellence of the Melbourne Law Masters and its excellent Research Higher
Degree programs, the Law School offers a unique opportunity for the integration of scholarship and teaching.

Its faculty is a vibrant community of creative scholars, committed to a highly collegial, research-intensive institutional life. The Law School has particular strengths in comparative analysis. It aims to integrate teaching with research and engagement activities and to engage with local, national and global communities. The Law School is deeply committed to Indigenous recognition and the embedding of Indigenous perspectives in its teaching and learning, its research, and engagement with public life.

The Law School is a single department faculty located in a custom designed building in University Square. The Law School has approximately 2,200 graduate students (including JD, Melbourne Law Masters and Research High Degrees).

The international reputation of the School is closely linked to the range and quality of its research programs. The School has several research Institutes, Centres, Networks and Groups which provide a focus for scholarly interaction.

5.2 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

5.3 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.

5.4 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