Faculty of Business and Economics

**Senior Lecturer/Associate Professor in Actuarial Studies – Education Focused**

**POSITION NO** 0060373

**CLASSIFICATION** Senior Lecturer (Level C) or Associate Professor (Level D)

**SALARY** $140,433 - $161,926 p.a. (Level C)  
$169,094 – $186,288 p.a. (Level D)

**SUPERANNUATION** Employer contribution of 17%

**WORKING HOURS** Full-time

**BASIS OF EMPLOYMENT** Continuing

**OTHER BENEFITS** [https://about.unimelb.edu.au/careers/staff-benefits](https://about.unimelb.edu.au/careers/staff-benefits)

**HOW TO APPLY** Online applications are preferred. Go to [http://about.unimelb.edu.au/careers](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** Prof. David Pitt  
david.pitt@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](https://about.unimelb.edu.au/careers)
Acknowledgement of Country

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

Position Summary

As a Level C Senior Lecturer or Level D Associate Professor with an education focus, you will actively contribute to engaged teaching and the quality of the student experience, and student learning, while also undertaking related administration, including subject coordination, grading and processing of results. Your teaching responsibilities will be focused on the management of individual subjects of study, the design and delivery of lectures, workshops and/or tutorials. You will contribute, within areas of your expertise, to the assessment, grading and administration of particular subjects of study. You may also have the opportunity to contribute to or to take a leadership role in ensuring the ongoing accreditation of the group with the Actuaries Institute and Society of Actuaries.

As a Level C Senior Lecturer or Level D Associate Professor with an education focus, you will be a recognised as an outstanding educator in your field, including a capability to make a strong contribution to the department's reputation for effective and innovative educational practice. You will have deep disciplinary knowledge and have well-established academic skills and a demonstrated record of strong academic performance, especially in education and learning. You will undertake scholarly activities generally related to teaching. You will make significant contributions to engaged teaching and the quality of the student experience, student learning and student outcomes, while also undertaking teaching-related administration, and contribution to educational and disciplinary-based scholarship.

Your work role will include teaching and learning, service and leadership, and a small component of generally education focused scholarship and research. At Level C, you will be expected to lead and actively contribute to engaged teaching and the quality of the student experience, student learning and student outcomes, including preparation and delivery of tutorials, workshops and lectures in specific subjects related to your area of expertise, subject coordination, and supervision of others, and teaching-related administration. Your responsibilities across these different work roles may vary over time. Your responsibilities at Level D will include those given above for Level C with a greater emphasis on leadership and innovation in the teaching of subjects in your area of expertise. There may also be opportunities for you to contribute as program director for either undergraduate or graduate programs of study offered by the Centre for Actuarial Studies.
You will engage in professional development, including peer review of teaching, and take an
evidence-informed approach to improvement of teaching and learning practices to support strong
educational outcomes and impact. The role will also provide an opportunity to lead and contribute
to research and scholarship related to teaching and learning in business and economics
disciplines, supporting the dissemination of evidence-based knowledge about effective
curriculum design, modes of delivery and student learning experience to other colleagues in
the Department, and contributing to a strong culture of teaching innovation. You will, over time,
grow a portfolio of quality scholarly outputs and relevant grant applications, with an increasing
sphere of impact and influence within and beyond the Academy in your given area.

As required under the Australian Tertiary Education Quality Standard Agency’s (TEQSA) Higher
Education Standards Framework, applicants will be expected to have a qualification at a level
above that they are engaged to teach – or can demonstrate they have relevant professional or
industry experience in the field. In cases where the applicant is expected to teach at a Master’s
degree level, they are expected to have completed a PhD in a Business and Economics field or
a related discipline, or be close to completion. A Fellowship or Associateship of the Actuaries
Institute (or an equivalent overseas body) will be highly regarded but is not essential.

Applications from candidates with a First Nations/Indigenous background or a strong interest
in indigenous-related topics in the discipline are strongly encouraged to apply.

1. **Key Responsibilities**

1.1 **TEACHING AND LEARNING**

As an education focused faculty member in the Centre for Actuarial Studies, you will be
responsible for the following:

- As an individual or part of a teaching team, contributing to teaching in assigned subjects,
  including delivery of tutorials, workshops, lectures, and marking.

- Support the development and evaluation of high-quality curriculum content, assessment
tasks, and other educational resources as required, including the preparation and
  maintenance of subject Learning Management System (LMS) materials and resources as
  required.

- Coordination of subjects and collaboration with other tutors working in the Centre for Actuarial
  Studies

- Direct involvement in engaging with students to support their learning through student
  consultations, feedback on learning and assessments tasks, exam viewing, and academic
  integrity.

- Administration of assessment, including the management of online submission processes,
  grading assignments and exams following University and Faculty guidelines, the recording
  and release of assignment results to students via LMS, and the submission of final subject
  results, including attendance at end of semester Board of Examiners meetings.

- Participation in relevant professional development activity to support personal continuing
development in teaching and learning.

- Development of a portfolio of relevant measures of teaching quality, including participation in
  peer review of teaching.

- Support developments in learning and teaching practices in response to impact measures
  from own teaching, educational research, and faculty guidelines.

- Assist with industry engagement activities designed to support authentic learning
experiences and integration of work relevant materials in educational resources.

- Contribute to accreditation related reviews thereby helping to ensure the ongoing accreditation of the group with the Actuaries Institute and Society of Actuaries.

### 1.2 RESEARCH AND RESEARCH TRAINING

- Engage in pedagogical research and related scholarly activities as required to support teaching activities.
- Produce education focused or disciplinary-based scholarly outputs, including publication in high quality peer-reviewed research journals with a focus on education and learning.
- Contribution to the scholarly culture of the Faculty through presentations at leading conferences, seminars, and workshops.
- Support and lead the development of relevant grant applications to advance learning and teaching.
- Disseminate new knowledge on the effectiveness of innovations in curriculum design, modes of delivery and assessment within the Centre for Actuarial Studies, the faculty and the wider academic community.

### 1.3 LEADERSHIP AND SERVICE

- Contribute to the collegial and intellectual life of the Department and University, through organising and participating in forums and events.
- Participate in functions promoting the University, such as Open Day, Graduation Ceremonies, seminars, student events, and course marketing, student recruitment, and course/subject information dissemination as required.
- Participation in Department, Faculty and University programs aimed to support quality in teaching and learning and enhance student experience.
- Provide service to the University, Faculty and Department through contributions to meetings and committee work.
- Promote the University, the Faculty, and the discipline by participating in appropriate local, national and international professional organisations and scholarly associations.
- Supervision and mentoring of other education focused staff including tutors.
- Active participation and contribution to relevant committees.

### 1.4 RESPONSIBILITY AND COMPLIANCE

- Demonstration of the University's expectations for appropriate behaviour, including respect, and upholding the University’s commitment to a safe, diverse and inclusive workplace.
- Compliance with University statutes, delegations, policies and processes.

### 2. Selection Criteria

#### 2.1 ESSENTIAL FOR LEVEL C

- Have completed or be near to completion of a PhD in actuarial studies or a closely related discipline; and/or the equivalent relevant academic, professional or practice-based experience and expertise.
Commitment and demonstrated ability to prepare and deliver high quality teaching and learning materials, face to face, or online (where relevant), at both the undergraduate and graduate levels.

Demonstrated ability to teach across a range of the subjects offered by the Centre for Actuarial Studies.

Demonstrated ability to implement initiatives that contribute positively to educating, engaging, and supporting students.

An ability to manage teaching related administrative tasks efficiently and accurately, including a capacity to subject LMS sites and relevant teaching technology, including managing teaching teams.

Demonstrated capability to work actively and in a collegiate manner with colleagues as part of a large department.

2.2 DESIRABLE FOR LEVEL C

A sound understanding of business education pedagogy, including simulations, case teaching, online and experiential learning methodologies.

A track record of research and scholarship in business and economics education.

Experience with deploying relevant educational technologies (e.g., online learning management systems; applications to support interactive learning activities) to support exceptional student learning, student engagement and participation, and alternative modes of teaching.

Relevant industry experience and networks.

Associateship or Fellowship of the Actuaries Institute (or an equivalent professional body)

2.3 ESSENTIAL FOR LEVEL D

Have completed a PhD in actuarial studies or a closely related discipline; and/or the equivalent relevant academic, professional or practice-based experience and expertise.

Commitment and demonstrated ability over a significant period of time to prepare and deliver very high quality teaching and learning materials, face to face, or online (where relevant), at both the undergraduate and graduate levels.

Demonstrated ability to teach to a very high standard across a range of the subjects offered by the Centre for Actuarial Studies.

Demonstrated ability to develop and lead initiatives that contribute positively to educating, engaging, and supporting students both in the subjects you teach and also in collaboration with academics responsible for teaching in other subjects.

An ability to manage teaching related administrative tasks efficiently and accurately, including a capacity to subject LMS sites and relevant teaching technology, including managing teaching teams.

Demonstrated capability to work actively and in a collegiate manner with colleagues as part of a large department.

Demonstrated capability to provide leadership for programs of study.
2.4 DESIRABLE FOR LEVEL D

- A sound understanding of business education pedagogy, including simulations, case teaching, online and experiential learning methodologies.
- A track record of research and scholarship in business and economics education.
- Experience with deploying relevant educational technologies (e.g., online learning management systems; applications to support interactive learning activities) to support exceptional student learning, student engagement and participation, and alternative modes of teaching.
- Relevant industry experience and networks.
- Associateship or Fellowship of the Actuaries Institute (or an equivalent professional body)

2.5 OTHER JOB-RELATED INFORMATION

- This position requires the incumbent to hold a current and valid Working with Children Check.
- Occasional work out of ordinary hours, travel, etc. (where relevant)

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 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.

4. First Nations Recruitment

The Faculty is actively seeking to attract, recruit and employ Aboriginal and Torres Strait Islander people across all roles. The Faculty will strive to create and sustain a work environment in which Aboriginal and Torres Strait Islander staff feel empowered and add unique value through their individual capabilities and lived experiences.

Ensuring Aboriginal and Torres Strait Islander academics have access to a range of opportunities to develop their academic career in their chosen field is of the utmost importance.
5. **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.

6. **Other Information**

6.1 **THE FACULTY OF BUSINESS AND ECONOMICS**

The Faculty of Business and Economics has been preparing students for exciting and challenging careers in industry since 1924. We have developed an outstanding reputation, locally and internationally, for the quality of our teaching and research. The Faculty has an active board of business leaders, government representatives and community leaders who contribute to the implementation of our vision.

**Organisational Structure**

The Faculty of Business and Economics (https://fbe.unimelb.edu.au/) is home to six teaching and research departments:

- Accounting
- Business Administration
- Economics
- Finance
- Management and Marketing, and
- The Melbourne Institute of Applied Economic and Social Research.

Professional Services comprise 4 teams:

- Strategy, Planning and Resources
- Academic Services, including Academic Programs and Student Experience and Experiential Learning
- Research and Industry Services
- Accreditation

**Our Programs**

There are about 12,000 students enrolled in undergraduate and graduate degrees within the Faculty. The Bachelor of Commerce is one of the most sought-after business courses in Australia. Graduate programs in business and economics are offered through Melbourne Business School. Melbourne Business School offers a full suite of professional masters programs for those with little work experience right through to the MBA suite. It is also the home of leading research masters degrees and the PhD.

**Our Graduates**

Since the Faculty was established it has produced over 60,000 graduates. Many of our alumni now occupy senior positions in business, government and academia, in Australia and around the world.

Further information about the Faculty is available at [www.fbe.unimelb.edu.au](http://www.fbe.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 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