



POSITION DESCRIPTION

Veterinary Clinical Sciences, Melbourne Veterinary School
Faculty of Veterinary and Agricultural Sciences

Tutor (Primary Care)

POSITION NO	0052203
CLASSIFICATION	Level A
SALARY	\$75,289 - \$102,163 p.a.
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time
BASIS OF EMPLOYMENT	Continuing
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 Josh Slater Tel +61 3 8001 2690 Email jdslater@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

Position Summary

ABOUT THE POSITION

The Tutor (Primary Care) will provide quality clinical teaching, clinical services and research at the University of Melbourne's Faculty of Veterinary and Agricultural Sciences, Melbourne Veterinary School. Working within the University's teaching hospital, the U-Vet Werribee Animal Hospital (U-Vet), you will provide high quality level services in primary care.

Reporting to the relevant Head of Service, the Tutor (Primary Care) will work with the support and guidance of more senior academic staff, with an increasing degree of autonomy. The position will also be required to work as part of a team.

The Tutor (Primary Care) will provide practical clinical instruction, mentoring and teaching in the area of Primary Care and, potentially exotic animals. The position will also include some formal didactic teaching and preparation of teaching materials.

The position will actively participate in leadership and service both within and outside the University and broader community and be an effective member of committees at the Department or School, level, as appropriate.

As a Tutor, the incumbent will have demonstrated experience of teaching and research under limited supervision and, under guidance and support from more senior staff, will be required to develop collaborative, applied research in the areas of primary care, seeking collaborative opportunities within the Faculty, the wider University and external partners, as appropriate.

Tutor's at the University of Melbourne will develop their expertise in teaching and research and/or scholarly activities with an increasing degree of autonomy and will contribute to teaching and research. Results of research and other scholarly outputs may be published as sole author or in collaboration.

As with all University staff, the effective promotion of positive engagement in learning and career development of self and others, and actively promoting equity, diversity and cultural awareness consistent with University values is an expectation of this role.

The Tutor (Primary Care) will be primarily located at the Werribee campus of the University of Melbourne but will be expected to teach and to attend meetings, seminars and conferences at other campuses or facilities from time to time.

ABOUT US

The University of Melbourne has affirmed its position as the number one university in Australia, and remains among the fastest-rising research universities in the world's top 100, according to the Academic Ranking of World Universities (ARWU). It is counted among the best universities in the world – 33 by the Times Higher Education (THE) and 32 by the US News and World Report Rankings. Please visit [Tradition of Excellence](#) for further information.

The Faculty of Veterinary and Agricultural Sciences provide over 20 courses and 300 subjects to approximately 3,500 equivalent full-time students. The Faculty provides the only professional entry veterinary program in Victoria and the Bachelor of Agriculture is the fastest growing undergraduate degree in Australia. The University of Melbourne's agriculture program is the largest in Victoria and ranked 36 in the world, whilst the Doctor of Veterinary Medicine program was the first graduate veterinary professional entry program in Australia. The Faculty is ideally placed to contemplate changes that have far-reaching consequences on its teaching, engagement and research.

1. Key Responsibilities

The University of Melbourne sets Minimum Standards for Academic Levels (MSALs) expected from academic staff. The levels are differentiated by level of complexity, degree of autonomy, leadership requirements of the position, and level of achievement of the academic.

Below is *the* standard for Level A academic staff.

Level A – Tutor, Research Assistant (Grade 2), Research Fellow (Grade 1)

A level A academic will work with the support and guidance from more senior academic staff and will work under the supervision of academic staff at level B and above.

A level A academic is expected to develop their expertise in teaching, scholarship and/or research with an increasing degree of autonomy and may work with limited supervision and/or as part of a team.

A level A academic will contribute to teaching at the institution (at a level appropriate to the skills and experience of the staff member) and/or undertake research and/or engage in professional activities appropriate to his or her profession or discipline.

They will undertake administration primarily relating to their activities at the institution.

The contribution to teaching and supervision of students of level A academics will be primarily at undergraduate and graduate diploma level.

The results of research conducted may be published as sole author or in collaboration.

1.1 TEACHING AND LEARNING

- ▶ Contribute to innovative teaching, learning and supervision of veterinary students which may include, but is not limited to, DVM4 clinical rotations, clinical skills training, preparation of tutorials and practicals, marking and assessment.
- ▶ Maintain currency with the latest ideas in the discipline to enable teaching in the discipline.
- ▶ Provide academic mentoring to veterinary students within the scope and level of the position.
- ▶ Assist in the attraction of funding to support teaching and/or scholarly activities resulting in the publication of journal papers, articles or conference papers.
- ▶ Ensure consistently strong teaching evaluations and other evidence of positive student feedback and peer review.
- ▶ Assist with input and/or design of tutorial material to ensure teaching materials remain relevant and current.
- ▶ Continue to develop expertise in teaching and scholarship and engage in professional activities within the profession which may benefit self, the discipline and students.
- ▶ Assist in the development and implementation of education models that can be applied across a broad range of government and industry settings.

1.2 CLINICAL

- ▶ Provide excellent service to patients and clients, ensuring that Primary Care clinical services meet the standards of national and international accreditation bodies.

- ▶ Participate in clinical services provided at U-Vet Werribee Animal Hospital.
- ▶ Maintain accurate clinical and regulatory records and ensure prompt, regular communication with clients.
- ▶ Ensure appropriate billing of clients whose animals are treated.
- ▶ Supervise and assess students on rotation.
- ▶ Promote U-Vet clinical services to the general public and to the profession, planning with other staff members for the future direction of the hospital.
- ▶ Liaise with other staff and specialists including but not limited to criticalists, surgeons, anaesthetists, radiologists, pathologists, as required.
- ▶ Participate in the routine roster to provide ongoing care to patients of U-Vet and provide support to students, residents and clinicians.
- ▶ Contribute to the development and achievement of the hospital's objectives, actively listen and seek out opinions and ideas from others.

1.3 LEADERSHIP AND SERVICE

- ▶ Lead by example and ensure the values, standards and expectations for appropriate behaviour in the workplace and the best interests of a leading University are upheld as well as the University's commitment to a diverse and inclusive workplace.
- ▶ Assist with the provision of leadership in the discipline and foster excellence in teaching and research.
- ▶ Actively promote the strategic goals of the Department of Veterinary Clinical Sciences.
- ▶ Contribute to a research program within the discipline and engage in professional activities which increases the profile of the School, Faculty and University.
- ▶ Under the supervision and guidance of more senior staff, build and develop partnerships and collaborative opportunities across the Faculty and with external stakeholders.
- ▶ Actively participate in professional activities including consulting, workshops and courses for external participants.
- ▶ Perform administrative tasks and serve on committees as directed and as appropriate for the level of appointment.
- ▶ Engage with students to maximise positive experiences and assist to develop student experience initiatives within the curriculum that contribute to the development of a strong student cohort.
- ▶ Foster a harmonious workplace environment that is conducive to productivity; promotes creativity; and rewards and recognises individuals and group achievement.
- ▶ Champion ethical debate, research, education and industry engagement.
- ▶ Promote student well-being and ensure all students are aware of all University support services, working in collaboration or seeking advice from more senior staff.
- ▶ Actively contribute to events such as Open Day and other activities at the Department and Faculty levels, to promote the faculty.
- ▶ Participation in continuing education events, for example practitioner seminars or tutorials.
- ▶ Promote the Service and Hospital to referring veterinarians and the wider community.

1.4 RESEARCH AND RESEARCH TRAINING

- ▶ Undertake research under limited supervision leading to the publication arising from scholarship or research in peer-reviewed journals, articles and oral and written presentations to industry and lay audiences. Research may be published as sole author or in collaboration.
- ▶ Conduct research and deliver against research objectives to meet the project milestones and reporting schedule as well as fully immerse in the research culture of the Faculty and University.
- ▶ Work collaboratively within the Faculty to contribute to existing research.
- ▶ Attend and participate in Research Showcase events including Open Day, and give internal and external seminars/lectures on topic areas relevant to the role.
- ▶ Prepare monthly written reports of the progress of research work ensuring that the research data within these reports are presented in a publication quality format.
- ▶ Within the scope of the level of appointment, supervise honours, postgraduate coursework and research higher degree students and ensure completion in a timely manner.
- ▶ Build and sustain research activities in related area, with a focus on interdisciplinary activities where appropriate.
- ▶ Assist in attracting and retaining research funding from competitive research grants and other funding sources.

1.5 PEOPLE MANAGEMENT

- ▶ Manage staff issues in a timely and fair manner within University of Melbourne Guidelines.
- ▶ Create an environment where staff can accelerate personal growth and work towards achievement of career goals including promotion.
- ▶ Model the behaviour expected of leadership in the University.
- ▶ Support the University's Equity and Diversity Strategy.
- ▶ Foster a harmonious workplace environment that is conducive to productivity, promotes creativity, and rewards and recognises individuals and group achievement.

1.6 RESPONSIBILITY AND COMPLIANCE

- ▶ Maintain a sound knowledge of current University Policy and Procedures, and reliably follow these or provide compliant advice to others;
- ▶ Reliably follow communications protocols and/or policies as appropriate.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in Section 5.
- ▶ Behavioural Expectations - All staff are expected to maintain the following behaviours:
 - ▶ Treat everyone equitably; act fairly with staff and demonstrate respect for diversity
 - ▶ Be an effective team player who is cooperative and gains the trust and support of staff, peers and clients through collaboration.

2. Selection Criteria

In order to be considered for interview by the Selection Panel, applicants must address the following Criteria in their application. Please visit the University website how to address [Essential Selection Criteria](#)

- ▶ An awarded veterinary degree registrable in Victoria with relevant veterinary experience in a similar position.
- ▶ Demonstrated experience in providing Primary Care veterinary clinical practice and proven ability to manage a challenging and varied primary care caseload including but not limited to medical treatment, performing surgical procedures, administering medication and general/local anaesthetics commensurate with experience.
- ▶ Demonstrated ability to provide quality and innovative teaching and learning, and to supervise undergraduate, graduate diploma and honours research projects.
- ▶ Demonstrated experience and the ability to guide and assist with supervising and mentoring students, trainees and technicians, as appropriate within a clinical setting.
- ▶ Demonstrated experience and ability to provide effective teaching to students within the discipline.
- ▶ Proven ability to provide guidance to clinical staff and students in a timely and appropriate manner.
- ▶ Proven ability to work autonomously and effectively as part of a team to deliver high-quality teaching and research outcomes.
- ▶ Demonstrated high-level organisational skills and record keeping capabilities as well as demonstrated ability to prioritise a range of tasks, manage time effectively and meeting deadlines in a busy environment.
- ▶ Well-developed interpersonal and communication skills with the ability to build and maintain relationships with internal and external stakeholders and an ability to tailor information to different audiences in a diverse environment.

2.1 DESIRABLE

- ▶ A postgraduate qualification in primary care such as Membership of the ANZCVS, an RCVS Certificate or a Graduate Certificate.
- ▶ Demonstrable experience in veterinary emergency work.
- ▶ The desire and drive to pursue professional and personal development.
- ▶ Experience in working in a university based teaching hospital and teaching undergraduate or postgraduate veterinary students.

2.2 SPECIAL REQUIREMENTS OF THIS POSITION

- ▶ As the Faculty of Veterinary and Agricultural Sciences is located over several metropolitan and regional campuses, staff may be required to travel to, or work from, other sites and campuses as required.
- ▶ As a veterinarian working within a 24/7 veterinary hospital, you will be required to participate in a flexible rotating roster which will include being on-call, working outside of the spread of ordinary hours of work, weekends, public and University holidays.
- ▶ This position will require physical activity including manual handling and animal restraint.
- ▶ You are required to have current vaccination status for Tetanus, Hepatitis A and B and Q fever.

- ▶ This role will be expected to adhere to Veterinary Hospital infection control guidelines.
- ▶ This position requires the incumbent to hold a current and valid Working with Children Check.

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 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:

<http://safety.unimelb.edu.au/topics/responsibilities/>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

5. Other Information

5.1 FACULTY OF VETERINARY AND AGRICULTURAL SCIENCES

<http://fvas.unimelb.edu.au/>

The Faculty of Veterinary and Agricultural Sciences was formed in July 2014 through the merger of the former Faculty of Veterinary Science and the Department of Agriculture and Food Systems. The new Faculty creates opportunities for closer research collaborations and the formation of interdisciplinary teams to address major issues in veterinary and agricultural sciences. The Faculty's core teaching, postgraduate training, research, clinical

consultancy and industry development activities are delivered at the Parkville, Werribee and Dookie campuses, and the Veterinary Hospital operates at Werribee.

Our interdisciplinary approach applies scientific, social, political and economic perspectives to address the needs of both human communities and the natural environment. We address the issues of climate change, food production and food security, crop, plant and soil health, water management, sustainable use of resources for agriculture, animal health and disease and other problems challenging key decision makers today.

Our academic staff engage with government and industry to investigate critical societal issues and the faculty is home to University research centres dedicated to this work. They include: Animal Welfare Science Centre; Primary Industry Climate Challenges Centre; Centre for Animal Biotechnology; Centre for Equine Virology; and the Asia-Pacific Centre for Animal Health', in which the University is a core partner. Research within the Faculty has led to some outstanding outcomes including: increased agricultural productivity; vaccines and diagnostic products that have been commercialised throughout the world; enhanced animal welfare; improvements in public health; and contributions to basic understanding of animal biology.

The Faculty is the only provider of Veterinary Science courses in Victoria and one of only a small number of Universities doing so in Australia. The Bachelor of Agriculture and Bachelor of Food Science along with coursework masters in Agricultural Sciences and Food Science offers one of the most comprehensive educational programs in agricultural and food science in Australia.

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 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*.

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