



## POSITION DESCRIPTION

Melbourne School of Engineering

### Doreen Thomas Postdoctoral Fellowship

*In line with the special measure under section 12 of the Equal Opportunity Act 2010 (VIC), the Melbourne School of Engineering strongly encourages applications from suitably qualified female candidates.*

POSITION NO	0048981
CLASSIFICATION	Research Fellow (Level A.6-A.8)
SALARY	\$91,125 - \$97,812 p.a
SUPERANNUATION	Employer contribution of 17%
EMPLOYMENT TYPE	Multiple full-time (fixed-term) positions available for 3 years The Melbourne School of Engineering is strongly committed to supporting diversity and flexibility in the workplace. Applications for part-time or other flexible working arrangements will be welcomed and will be fully considered subject to meeting the inherent requirements of the position.
OTHER BENEFITS	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
LOCATION	Parkville campus This position may be required to travel to and work across multiple campuses
CONTACT FOR ENQUIRIES ONLY	<i>MSE Human Resources Team</i> <i>mse-hr@unimelb.edu.au</i> <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](http://about.unimelb.edu.au/careers)

## ***The University of Melbourne***

Established in 1853, the University of Melbourne is a public-spirited institution that makes distinctive contributions to society in research, learning and teaching and engagement. It's consistently ranked among the leading universities in the world, with international rankings of world universities placing it as number 1 in Australia and number 32 in the world (Times Higher Education World University Rankings 2017-2018).

To discover more about the University's strategy, *Growing Esteem*, visit:

<https://about.unimelb.edu.au/strategy/growing-esteem>

## ***Melbourne School of Engineering***

Melbourne School of Engineering (MSE) has been the leading Australian provider of engineering and IT education and research for over 150 years. We are a multidisciplinary School organised into three key areas; Computing and Information Systems (CIS), Chemical and Biomedical Engineering (CBE) and Electrical, Mechanical and Infrastructure Engineering (EMI). MSE continues to attract top staff and students with a global reputation and has a commitment to knowledge for the betterment of society.

Our ten-year strategy, MSE 2025, is our School's commitment to bring to life the University-wide strategy *Growing Esteem* and reinforce the University of Melbourne's position as one of the best in the world. Investment in new infrastructure, strengthening industry engagement and growing the size and diversity of our staff and student base to drive innovation and develop the transformative technologies of the future are all fundamental principles underpinning MSE 2025.

<http://www.eng.unimelb.edu.au/about/join-mse/why-join-mse>

## ***Position Summary***

The Doreen Thomas Postdoctoral Fellowships Program has been established to attract and retain outstanding recent female doctoral graduates to the Melbourne School of Engineering (MSE). The Fellowship Scheme aims to support career development of excellent graduates who are seeking a pathway into teaching and research positions within MSE, in any of the three sub-schools: Computing and Information Systems (CIS), Chemical and Biomedical Engineering (CBE) and Electrical, Mechanical and Infrastructure Engineering (EMI).

Doreen Thomas Fellows are expected to build an excellent body of research achievement with active exploration of, and engagement in, broader research collaborations across the University. As a Fellow, you will undertake high quality, independent and potentially multidisciplinary research to complete the aims of your project. This will involve leading the preparation and publication of research outcomes in conferences and journals as well as presenting your research to a variety of industry partners and/or stakeholders.

As a Research Fellow you may also undertake teaching and research supervision directly related to your area of research, when it is required.

This fellowship provides funding of \$25,000 to support your project costs over the term your fellowship. Applying for further funding is encouraged.

## ***1. Selection Criteria***

### **1.1 ESSENTIAL**

- ▶ A postgraduate research degree at PhD level in a relevant field.
- ▶ A record of quality research as evidenced by publications in leading journals and at conferences commensurate with opportunity.
- ▶ Ability to perform independent research with a commitment to interdisciplinary research.
- ▶ Experience in working with minimal supervision, and ability to prioritise tasks to achieve project objectives within timelines.
- ▶ Demonstrated capacity to communicate research concepts to technical and non-technical audiences.
- ▶ Excellent written and verbal communication skills, demonstrated by presentation of research results at conferences, internal forums and through manuscript submissions.
- ▶ Excellent interpersonal skills, including an ability to interact with internal and external stakeholders (academic, administrative and support staff) in a courteous and effective manner.

## ***2. Key Responsibilities***

- ▶ Independently plan and carry out research on the nominated research project and work towards completion of the aims of the project.
- ▶ Develop effective timelines and milestones based on goals of the research program.
- ▶ Liaise effectively with collaborators with a variety of internal and external stakeholders.
- ▶ Assist other researchers in carrying out experiments in order to work as a team and further the department's research output.
- ▶ Prepare and publish research outcomes in conferences and journals.
- ▶ Conduct presentations to a broad audience, including key industry partners.
- ▶ Provide strong mentorship through the co-supervision of 1-2 PhD students.
- ▶ Attend and actively participate in departmental seminars, meetings and/or committee memberships.

### ***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.

<https://diversity.eng.unimelb.edu.au/#home>

### ***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.

## ***Application Requirements***

### **Bibliography outlining your Research Track Record**

List research outputs in the following order:

- ▶ Authored books
- ▶ Edited books
- ▶ Book chapters
- ▶ Refereed journal articles
- ▶ Fully referenced conference papers
- ▶ Other publication outputs

### **Statement of Research 2 pages**

Outline your research achievements and contributions. Describe how your research has led to significant change or advance of knowledge in your field. Outline how your achievements will contribute to the Melbourne School of Engineering and/or this Fellowship.

Explain the contribution and significance of your publications within the context of your discipline/s. This may include the importance/esteem of specific journals in your field and/or specific indicators of recognition within your field such as first authorship/ citations.

### **Statement of Teaching 1- 2 pages**

Provide a statement of teaching summarising your approach to quality teaching and its relation to your research. Include information about:

- ▶ Prior teaching experience and any outcomes [explaining the subject course, innovations in approach, your involvement and role].
- ▶ Potential teaching [what subjects would you like to teach and why]
- ▶ Supervision of graduate students [your role and student outcome and results].

### **Project Proposal**

Submit a Project Proposal (up to 800 words) outlining your Fields of Research Codes – list up to 3 and %. Use the following headings to outline your research proposal:

- ▶ Aims and Background
- ▶ Methods
- ▶ Expected Outcomes
- ▶ Potential Impact and relevance to research area in the host department/school
- ▶ Funding opportunities
- ▶ Reference list